

Regular & Deep Cleaning Checklists

Regular Cleaning Checklist

Living Areas & Common Spaces:

- Dust all surfaces (tables, shelves, furniture)
- Vacuum carpets and rugs
- Sweep and mop hard floors
- Clean mirrors and windows (interior)
- Organize and tidy common areas

Offices & Workspaces:

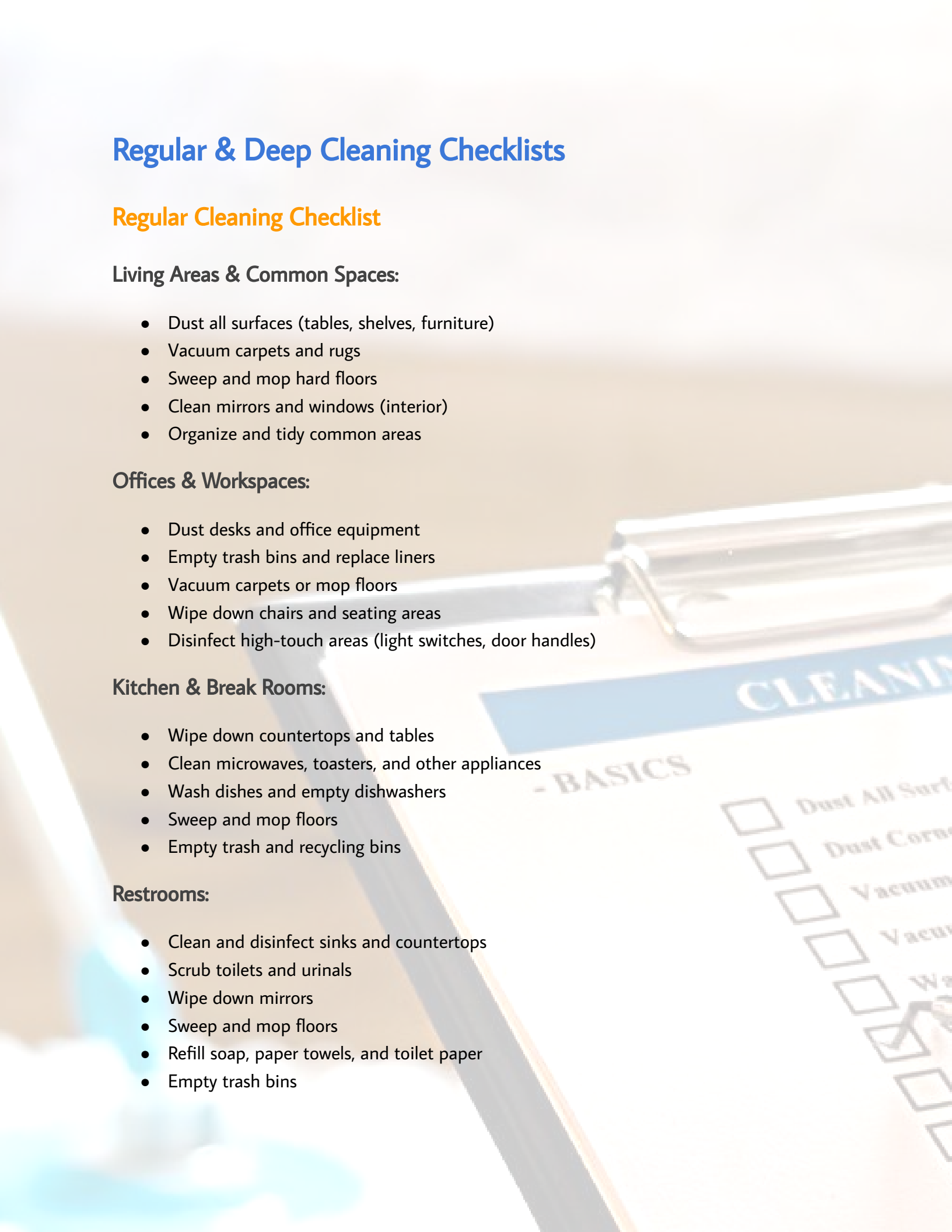
- Dust desks and office equipment
- Empty trash bins and replace liners
- Vacuum carpets or mop floors
- Wipe down chairs and seating areas
- Disinfect high-touch areas (light switches, door handles)

Kitchen & Break Rooms:

- Wipe down countertops and tables
- Clean microwaves, toasters, and other appliances
- Wash dishes and empty dishwashers
- Sweep and mop floors
- Empty trash and recycling bins

Restrooms:

- Clean and disinfect sinks and countertops
- Scrub toilets and urinals
- Wipe down mirrors
- Sweep and mop floors
- Refill soap, paper towels, and toilet paper
- Empty trash bins



General Areas:

- Clean entryways and lobbies
- Dust light fixtures and vents
- Clean and disinfect doorknobs and handrails
- Spot clean walls and light switches
- Replace used towels and linens (if applicable)

Deep Cleaning Checklist

Living Areas & Common Spaces:

- Clean under and behind furniture
- Wash curtains or blinds
- Clean baseboards and moldings
- Shampoo carpets or deep clean rugs
- Clean and dust light fixtures and ceiling fans

Offices & Workspaces:

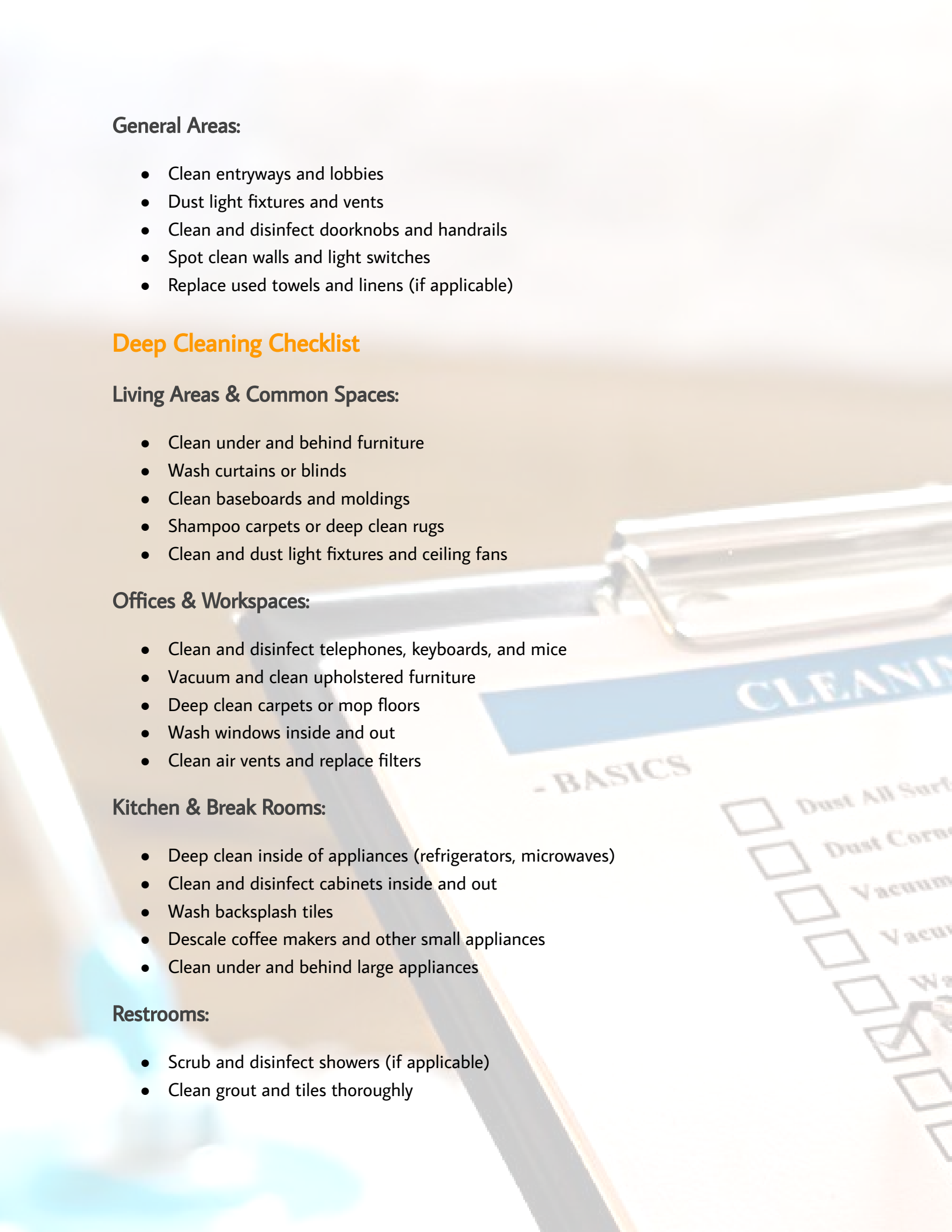
- Clean and disinfect telephones, keyboards, and mice
- Vacuum and clean upholstered furniture
- Deep clean carpets or mop floors
- Wash windows inside and out
- Clean air vents and replace filters

Kitchen & Break Rooms:

- Deep clean inside of appliances (refrigerators, microwaves)
- Clean and disinfect cabinets inside and out
- Wash backsplash tiles
- Descale coffee makers and other small appliances
- Clean under and behind large appliances

Restrooms:

- Scrub and disinfect showers (if applicable)
- Clean grout and tiles thoroughly



- Deep clean inside cabinets and storage areas
- Clean exhaust fans and vents
- Polish chrome fixtures and mirrors

General Areas:

- Wash walls and remove scuff marks
- Deep clean carpets and upholstery
- Clean windows and window sills thoroughly
- Polish and clean wood furniture
- Clean and disinfect all trash bins

