

OFFICE & CORPORATE CLEANING CHECKLIST

High-Touch Surface Cleaning & Disinfection Log for Professional Workspaces

Instructions: Check off surfaces after cleaning. Record the date, time, product used, and staff initials. Clean high-traffic areas every 2-4 hours during business hours.

Facility: _____

Date: _____ Shift: _____

Area	High-Touch Surface	Surface Type	Frequency	Products Used	Time	Done <input checked="" type="checkbox"/>	Initials
Entryways & Lobbies	Door handles, push plates	Stainless steel	Every 2-4 hours				
	Reception counters	Laminate	Every 2-4 hours				
	Touchscreen kiosks	Electronics/glass	Every 2-4 hours				
	Desks	Wood/laminate	Once per shift				
	Phones, keyboards, mice	Electronics	Once per shift min				
	Light switches, drawer pulls	Plastic	Once per shift min				
Conference Rooms	Tables	Sealed wood	After each meeting				
	Remotes, shared laptops	Electronics	Before/after meetings				
	Chair backs and arms	Plastic/fabric	Before/after meetings				
Breakrooms	Tables, chairs	Plastic	Every 2-3 hrs; after meals				
	Fridge handles, microwave	Steel/plastic	Every 2-3 hrs; after meals				
Restrooms	Faucets, flush levers	Chrome	Minimum 3x daily				
	Stall locks, door handles	Stainless steel	Minimum 3x daily				
Elevators & Stairwells	Buttons	Plastic	Every 2-4 hours				
	Handrails	Steel/metal	Every 2-4 hours				

Additional Daily Tasks:

Task	Shift	Time	Done <input checked="" type="checkbox"/>	Initials
Empty trash bins in all areas				
Vacuum/sweep all floors				
Restock restroom supplies (soap, paper towels, toilet paper)				
Clean glass doors and windows				

Notes / Issues / Supply Needs: