

PROFESSIONAL EDITION · 2026

The Complete Office Cleaning Checklist

80+ specific tasks across daily, weekly, monthly, and quarterly schedules — aligned with IICRC standards, Worksafe WA workplace hygiene requirements, and 17 years of operational experience cleaning Perth offices.

DAILY · 24 tasks	60-90 min	High-touch hygiene · visible cleanliness
WEEKLY · 22 tasks	+45-60 min	Workstations · partitions · floors
MONTHLY · 18 tasks	+90-120 min	Vents · high-dust · fixtures
QUARTERLY · 16 tasks	4-6 hours	Deep clean · restoration · audit

DAILY CLEANING · 24 TASKS 60–90 min for typical Perth office

High-touch hygiene, visible cleanliness, operational readiness for the next business day. Non-negotiable for any active office.

Reception & Entry · 5 tasks

- Glass entry doors — both sides, streak-free polish 4 min
- Reception desk surfaces — full disinfection of high-touch zones 3 min
- Visitor seating — fabric vacuum or leather wipe-down 4 min
- Floor entrance mat — vacuum or shake out 2 min
- Reception phone, tablet, signage — disinfect with appropriate wipes 2 min

Workstations & Open Areas · 4 tasks

- Desktop high-touch zones — phone, mouse, keyboard, monitor edges 3 min/desk
- Empty all desk-side bins — replace liners, dispose to collection point 1 min/bin
- Common-area surface dust — quick microfibre pass on horizontal surfaces 6 min
- Floor vacuum (high-traffic zones) — main aisles, walkways, around desks 12 min

Meeting Rooms · 3 tasks

- Boardroom table — full disinfection, top and edges 4 min/room
- AV equipment & remote controls — careful disinfection (no liquids on electronics) 2 min
- Whiteboard — wipe with proper whiteboard cleaner if used 2 min

Kitchens & Breakout Areas · 5 tasks



- Bench tops — degrease and disinfect 4 min
- Sink and taps — descale, polish chrome, drain check 3 min
- Microwave interior — wipe out food residue 2 min
- Refrigerator handle, door, exterior — disinfect 2 min
- Kitchen bin — empty, replace liner, deodorise 2 min

Bathrooms · 5 tasks

- Toilet bowls and seats — disinfect interior, exterior, hinge area 4 min/toilet
- Basins and tap fixtures — descale, polish, drain treatment 3 min
- Mirrors — streak-free polish 2 min
- Restock consumables — toilet paper, soap, hand towel 2 min
- Floor mop with disinfectant — full coverage including under fixtures 5 min

End-of-Shift Verification · 2 tasks

- Lighting check — turn off non-essential lights, leave specified lights on 2 min
- Lock & alarm setting — secure premises per protocol 3 min



WEEKLY CLEANING · 22 TASKS

+45–60 min on top of daily

Accumulating dirt that daily cleaning doesn't fully reach. Prevents build-up that becomes hard to remove. Visible decline within 4-6 weeks if skipped.

Floor Care Expansion · 4 tasks

- Full carpet vacuum — including under desks, behind furniture, edge corners 25 min
- Hard floor mop with appropriate cleaner — full coverage including baseboards 20 min
- Spot-treat carpet stains — fresh stains addressed before they set 5 min
- Floor mat deep clean — beat out, vacuum both sides, wipe rubber edges 4 min

Workstations & Partitions · 4 tasks

- Detailed desk wipe — full surface, not just high-touch zones 5 min/desk
- Office chair cleaning — vacuum fabric, wipe armrests and base 3 min/chair
- Partition tops and corners — high-dust accumulation removed 8 min
- Cable trays and under-desk visible areas — vacuum and wipe 6 min

Storage & Filing · 3 tasks

- Filing cabinet exterior — full wipe-down, including tops 8 min
- Bookshelf dust — careful pass with microfibre 6 min
- Storage cupboard exterior — handles, doors, top edges 5 min

Kitchen Deep Tasks · 4 tasks

- Refrigerator interior — clear expired items, wipe shelves and walls 12 min
- Cupboard fronts — handles, doors, framework 5 min
- Dishwasher interior cycle — run cleaning cycle, wipe seal 5 min
- Coffee machine descaling check — exterior polish, drip tray clean 4 min

Bathroom Deeper Passes · 3 tasks

- Tile walls and grout spot-clean — visible discolouration addressed 8 min
- Behind toilets and under fixtures — areas missed in daily routine 6 min
- Air vents and extractors — visible dust removal 4 min

Glass & Reflective Surfaces · 4 tasks

- Internal glass partitions — both sides, streak-free 12 min
- Window sills and ledges — full dust and wipe 6 min
- Picture frames and signage — glass and frame 4 min
- Reception/lift mirrors — full polish 3 min



MONTHLY CLEANING · 18 TASKS

+90–120 min monthly

Build-up zones — areas where dirt accumulates over weeks. Skipping monthly tasks produces permanent surface damage within 12-24 months.

Air Quality & Ventilation · 3 tasks

- HVAC vent grilles — remove, vacuum, wipe, replace 8 min/vent
- Ceiling fan blades (if present) — full dust and wipe 6 min/fan
- Visible duct grilles — surface dust removal 5 min

High-Dusting · 4 tasks

- Cornices and ceiling edges — extension pole microfibre pass 12 min
- Light fixtures (interior) — careful dust and wipe 8 min/fixture
- Top of cabinets and high shelves — accumulated dust 10 min
- Above-door frames — often neglected dust zone 5 min

Fixtures & Detail Work · 4 tasks

- Door handles, push plates, kick plates — full polish 6 min
- Light switches and power outlets — disinfection of all surfaces 4 min
- Skirting boards — full pass with appropriate cleaner 15 min
- Wall marks and scuffs — spot-treat where possible 8 min

Soft Furnishings · 3 tasks

- Reception couches and chairs — vacuum, spot-clean, deodorise 10 min
- Office curtains/blinds dust — slat-by-slat for blinds 12 min
- Carpeted office chair bases — detailed vacuum 6 min

Operational Maintenance · 4 tasks

- Bin interior wash — all bins removed, washed, deodorised 12 min
- Storage room organisation — clean and tidy supply storage 10 min
- Cleaning equipment service — vacuum filters, mop heads, cloths 15 min
- Stock check and reorder — consumables, chemicals, supplies 10 min



QUARTERLY DEEP CLEAN · 16 TASKS

4–6 hours per quarter

Reset accumulated build-up that monthly cleaning can't fully address. Distinguishes maintained offices from neglected ones. Skipping reduces fit-out lifespan by 20-30%.

Carpet & Floor Restoration · 4 tasks

- Carpet hot water extraction — commercial-grade extractor, not domestic shampooer 90 min
- Carpet protective treatment application — Scotchgard or equivalent 30 min
- Hard floor strip and reseal (where scheduled) — full restoration 120 min
- Grout deep clean and reseal — bathroom and kitchen tiles 60 min

Comprehensive Surface Restoration · 4 tasks

- Window cleaning (internal) — full glass restoration 45 min
- Wall mark removal — full audit and treatment of marks 30 min
- Furniture detail clean — under, behind, between 90 min
- Door and frame full restoration — including tracks and seals 30 min

Air Quality Reset · 3 tasks

- HVAC filter inspection — change if scheduled, document 20 min
- Comprehensive vent cleaning — beyond visible grilles 30 min
- Indoor air quality assessment — note any concerning observations 15 min

Hygiene & Compliance · 3 tasks

- Bathroom sanitisation deep clean — TGA-grade disinfection of all surfaces 60 min
- Kitchen deep clean — cupboards emptied, washed, food-safety compliant 90 min
- High-touch surface comprehensive audit — every door handle, switch, button 30 min

Documentation & Reporting · 2 tasks

- Quarterly inspection report — written documentation with photos 30 min
- Forward-quarter recommendations — proactive maintenance suggestions 15 min

NEXT STEPS

Use This Checklist Effectively

Three ways Perth businesses use this checklist:

1. Audit your current cleaner

Print this PDF and ask your current cleaner to mark which tasks they currently perform. The gaps tell you exactly where standards are slipping. A genuine professional welcomes this exercise. A cheap cleaner deflects — which itself tells you what you need to know.

2. Define scope of work for new contractors

Use this checklist as the foundation of your scope of work when getting cleaning quotes. It eliminates the ambiguity that causes 80% of cleaning contract disputes within the first 12 months. Quotes can then be compared apples-to-apples.

3. Manage in-house cleaning staff

For businesses managing their own cleaning, this checklist provides the operational framework that prevents tasks from being missed. Use the checkable boxes for daily verification. Keep completed checklists for 12 months as audit trail.

Want this exact checklist executed by IICRC-trained Perth professionals?

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This checklist is intended as a professional reference for office cleaning operations. Specific environments (medical, childcare, food service, industrial) require additional industry-specific tasks not included here. For specialised premises, request industry-specific guidance from Precimax Clean.