

Cleaning check-list

Daily Tasks

1. Kitchen area

- ☐ All surfaces are cleared of garbage, cups, and disposable items
- ☐ Dishes are washed or pre-rinsed and loaded into the dishwasher
- ☐ Trash is taken out
- ☐ The outside of the coffee maker is wiped
- ☐ Handles of the refrigerator, microwave, and sink are wiped
- ☐ The inside of the microwave is cleaned
- ☐ The fridge is cleaned inside and outside if needed
- ☐ The floor is washed

2. Office area and administration desk

- ☐ The surface of the administration table is wiped and kept in order
- ☐ Dust is removed from the table, chairs, monitor (not screen), and floor
- ☐ The floor around the desk is vacuumed or mopped
- ☐ In office rooms, trash is removed; tables, armrests, and chairs are wiped
- ☐ Carpet areas are vacuumed / hard surfaces are mopped

3. Medical offices

- ☐ Dust is removed from furniture, windowsills, and tables (excluding medical instruments)
- ☐ Trash is taken out
- ☐ The floor is washed
- ☐ Walls are spot cleaned, and all switches and handles are disinfected
- ☐ Corners, baseboards, and areas around chairs and cabinets are cleaned

4. Reception and waiting area

- ☐ All chairs (seats, legs, backs) are wiped
- ☐ Tables, windowsills, and magazine areas are cleaned
- ☐ Partitions, glass, and decor are wiped
- ☐ Door handles on both sides are cleaned
- ☐ Rugs are cleaned or shaken out
- ☐ The floor is washed

5. Bathroom

- ☐ Sink, mirror, and faucet are cleaned and polished
- ☐ The toilet is cleaned inside and outside
- ☐ Tiles, seams, and walls are wiped
- ☐ Trash bags are replaced
- ☐ Paper, soap, and towels are replenished
- ☐ The floor is washed

6. Completion of work

- ☐ All chairs (seats, legs, backs) are disinfected
- ☐ The floor is mopped with disinfectant, including corners and under chairs
- ☐ All areas are checked — nothing is left behind, everything is clean
- ☐ Windows and doors are closed
- ☐ Buckets and mops are washed and stored
- ☐ The job is marked as completed, or the manager is notified

Weekly Tasks

- ☐ The inside of the coffee maker is cleaned
- ☐ The inside of the microwave is cleaned
- ☐ Mirrors in all areas are cleaned without streaks
- ☐ All available handles (drawers, doors, cabinets, etc.) are wiped down
- ☐ Window sills are disinfected and wiped
- ☐ Decorative areas are inspected and cleaned

Quarterly Tasks

- ☐ Inside windows (glass, seals, window sills) are cleaned
- ☐ The refrigerator is thoroughly cleaned (interior and exterior)
- ☐ Poster and picture frames, including glass, are wiped