

 Walk through your office and check each item handled by your current cleaning setup. Score yourself at the bottom.

 **RECEPTION & CLIENT-FACING** 5

- Glass doors and entry cleaned and streak-free
- Reception desk and counter surfaces wiped down
- Seating and coffee tables clean
- Floors vacuumed and mopped
- Entry mats vacuumed and maintained

 **WASHROOMS** 5

- All fixtures fully disinfected
- Floors cleaned and disinfected
- Mirrors and chrome polished
- Supplies stocked (paper towel, soap, toilet paper)
- Touch points disinfected (handles, locks, switches)

 **BOARDROOMS & CONFERENCE** 5

- Meeting tables and surfaces streak-free
- Chairs wiped and positioned
- AV equipment and screens dusted
- Whiteboards cleaned
- Floors vacuumed, bins emptied

 **KITCHEN & BREAK ROOM** 5

- Counters, sink, and backsplash wiped down
- Appliance exteriors cleaned
- Tables and seating wiped
- Floors mopped
- Garbage and recycling emptied

 **WORKSPACES & BACK-OF-HOUSE** 5

- Workstation surfaces dusted (around personal items)
- Hallway and corridor floors vacuumed and mopped
- Light switches and door handles sanitized
- Baseboards and window sills maintained
- Garbage and recycling emptied

Score:  / 25

**21-25** Excellent

**15-20** Solid, a few gaps

**<15** Needs attention

**WHAT HIGH-PERFORMING OFFICES DO DIFFERENTLY**

**1 Documented checklists**  
Every visit follows a written scope. Nothing gets skipped, even on an off day.

**2 Same team every time**  
Consistent cleaners know the layout, the security protocols, and the details that matter.

**3 After-hours cleaning**  
No disruption during business hours. The office is clean and ready when staff arrive.

**4 Cleaning as client experience**  
A clean reception and boardroom build trust before a word is spoken.

**Notes:**

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