

Office Cleaning Specification

Frequencies are the contracted minimum. Initial and date each column as completed.

SITE

CONTRACT REFERENCE

WEEK COMMENCING

CLEANER(S)

SUPERVISOR

Daily: washrooms

The highest-complaint area in every office contract. Never reduce this frequency to win a price.

- ☐ Toilets and urinals cleaned and disinfected, including under the rim
- ☐ Basins, taps and surrounds cleaned and dried
- ☐ Mirrors polished
- ☐ Soap, toilet roll and hand towels restocked; dispensers wiped
- ☐ Sanitary bins checked and serviced per contract
- ☐ Bins emptied and relined
- ☐ Cubicle doors, locks, handles and partitions wiped
- ☐ Floors swept and mopped with a dedicated washroom mop
- ☐ Drains checked and flushed for odour

Daily: kitchens and breakout

- ☐ Worktops, splashbacks and sink cleaned and disinfected
- ☐ Sink, taps and drainer descaled as needed
- ☐ Microwave interior wiped
- ☐ Fridge exterior and handles wiped
- ☐ Dishwasher emptied or loaded per site arrangement
- ☐ Tables and chairs wiped
- ☐ Bins and recycling emptied and relined
- ☐ Floors swept and mopped

Daily: office areas and circulation

- ☐ Waste and recycling bins emptied at every desk or bin point
- ☐ Desks wiped where clear; clear-desk policy respected on occupied desks
- ☐ Telephones, and shared keyboards and mice where in scope, sanitised
- ☐ Reception desk and visitor seating cleaned

- ☐ Entrance glass and door handles cleaned at eye level
- ☐ Entrance matting vacuumed
- ☐ High-touch points sanitised: door handles, push plates, light switches, lift buttons, handrails
- ☐ Meeting rooms reset: tables wiped, chairs pushed in, whiteboards cleaned if agreed
- ☐ Hard floors swept and mopped in circulation areas
- ☐ Carpets spot-checked and vacuumed in main traffic routes

Weekly

- ☐ All carpeted areas fully vacuumed including under desks where accessible
- ☐ Hard floors machine-scrubbed or buffed where specified
- ☐ Skirting boards wiped throughout
- ☐ Internal glass and partitions cleaned
- ☐ Desk legs, chair bases and castors wiped
- ☐ Kitchen cupboard fronts and appliance exteriors cleaned
- ☐ Washroom tiles and partitions fully wiped
- ☐ Waste and recycling areas swept and tidied
- ☐ Stairwells and fire escapes swept, handrails wiped

Monthly

- ☐ High-level dusting: ceiling vents, light fittings, tops of cupboards and partitions
- ☐ Window sills, frames and internal window glass
- ☐ Radiators and heater grilles cleaned
- ☐ Upholstered chairs vacuumed
- ☐ Kitchen cupboard interiors wiped
- ☐ Fridge interior cleaned and out-of-date items removed per site policy
- ☐ Descale kettles, taps and shower facilities where present
- ☐ Bin stores washed down

Periodic: quarterly or as specified

- ☐ Carpet deep clean or hot-water extraction
- ☐ Hard floor strip and reseal where specified
- ☐ External window cleaning at agreed frequency and access method
- ☐ Upholstery deep clean
- ☐ Kitchen deep clean including behind and under appliances
- ☐ Washroom deep clean including grout and sealant
- ☐ Light diffusers removed and cleaned, where safe access allows

Every visit: compliance and site

These are what an audit checks and what a tender asks you to evidence.

- ☐ Wet floor signage deployed while floors are wet and removed after
 - ☐ Colour-coded cloths and mops used correctly per area
 - ☐ Chemicals stored locked and labelled; COSHH sheets on site
 - ☐ Cleaning cupboard left clean, tidy and locked
 - ☐ Equipment checked for damage; faults reported
 - ☐ Site log or digital record signed off
 - ☐ Lights off, doors locked, alarm set as per site instruction
 - ☐ Any defect, hazard or security concern reported to the supervisor
-

Frequencies shown are a typical specification for a standard office. The contract document governs where it differs.

Colour coding follows common UK practice: red for washrooms, blue for general and low risk, green for kitchen and food areas, yellow for clinical. Confirm the site's own scheme.