

## **Janitorial Duties Checklist**

**Property/Facility:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor/Cleaner:** \_\_\_\_\_

**Instructions:** Check off (✓) each task as it is completed. Note any issues in the "Notes" section.

---

### **DAILY CLEANING TASKS**

#### **Entrance & Lobby**

- Clean and disinfect door glass and handles
- Vacuum and spot-clean carpets/mats
- Empty and clean all trash and recycling receptacles
- Dust all furniture (tables, chairs, front desk)
- Wipe down and sanitize high-touch surfaces (e.g., railings, elevator buttons)

#### **Restrooms**

- Clean and disinfect all sinks, countertops, and faucets
- Clean and disinfect all toilets, urinals, and bowls
- Restock toilet paper, paper towels, and soap
- Empty all trash and sanitary bins, replace liners
- Clean and disinfect all mirrors
- Mop and disinfect floors
- Wipe down all partitions, door handles, and dispensers

#### **General Office Areas & Workspaces**

- Empty all trash and recycling bins, replace liners
- Vacuum all carpets and area rugs
- Dust all desks, shelves, and furniture (carefully around personal items)
- Clean and sanitize high-touch surfaces (keyboards, phones, light switches - if requested/per policy)
- Spot-clean fingerprints from walls and door frames
- Clean interior glass partitions and windows (as needed)

#### **Kitchen/Breakroom**

- Clean and disinfect countertops, tables, and chairs
- Clean and disinfect sink and faucet
- Wipe down exterior of all appliances (microwave, fridge, dishwasher)
- Empty and clean microwave interior
- Empty all trash and compost bins, replace liners
- Restock paper towels and soap (if applicable)
- Mop and disinfect floor

### **Stairwells & Hallways**

- Vacuum carpets or dry mop hard floors
- Dust handrails and ledges
- Spot-clean walls and light switches
- Ensure area is clear of debris and clutter

---

### **WEEKLY CLEANING TASKS**

- **Dusting:** High and low dusting, including vents, ceiling corners, top of cabinets, and baseboards.
- **Glass Cleaning:** Detailed cleaning of all interior windows and glass doors.
- **Floor Care:** Damp mop all hard surface floors.
- **Furniture:** Dust and polish wooden or metal furniture.
- **Sanitization:** Deep sanitize trash cans and recycling bins.
- **Restrooms:** Clean restroom walls and partitions for grime and splashes.

---

### **MONTHLY / PERIODIC CLEANING TASKS**

- **Vents & Diffusers:** Dust and wipe all air vents and ceiling diffusers.
- **Lighting:** Dust light fixtures and replace bulbs as needed.
- **Walls:** Spot-clean walls and doors for marks and scuffs.
- **Carpets:** Spot-clean carpets for stains.
- **Windows:** Wipe down window sills and frames.
- **Deep Cleaning:** Deep clean inside of ovens/fridges (if provided).

- **Floor Stripping & Waxing:** As per maintenance schedule (Quarterly/Bi-Annually).
- 

#### **END OF SHIFT**

- Check and restock cleaning cart/supplies for the next shift.
  - Empty and clean mop buckets; hang mops and rags to dry.
  - Store all equipment properly.
  - Report any maintenance issues, safety hazards, or supply needs to supervisor.
  - Lock up and secure the facility (if applicable).
- 

#### **NOTES & MAINTENANCE ISSUES**

*Use this space to record any problems, damages, or supply shortages encountered during the shift.*

---

---

---

---

**Supervisor/Cleaner Signature:** \_\_\_\_\_