# Free commercial cleaning checklist

A printable nightly checklist for offices and commercial sites in New Zealand. Print it, adapt it to each contract, or save it as a PDF.

Site: _____ Date: _____ Cleaner: _____

Check-in time: _____ Check-out time: _____ Supervisor check: _____

## Entrance and reception

- [ ] Glass doors and entry glass wiped, fingerprints removed
- [ ] Entry mats vacuumed or shaken
- [ ] Reception desk and counters wiped
- [ ] Floor vacuumed or mopped
- [ ] Bins emptied and relined

## Offices and desks

- [ ] Bins emptied and relined
- [ ] Clear desk surfaces wiped (don't move papers)
- [ ] Phones, keyboards and handles wiped if in scope
- [ ] Carpet vacuumed, edges as scheduled
- [ ] Hard floors swept and mopped

## Meeting rooms

- [ ] Tables and chairs wiped and straightened
- [ ] Whiteboards cleaned if agreed (check first)
- [ ] Cups and dishes removed to the kitchen
- [ ] Floor vacuumed
- [ ] Bins emptied

## Kitchen and breakroom

- [ ] Benches and splashbacks wiped and sanitised
- [ ] Sink and taps cleaned and dried
- [ ] Dishwasher loaded or unloaded as agreed
- [ ] Microwave inside and out wiped
- [ ] Fridge handles wiped, fridge cleared out if scheduled
- [ ] Bins and recycling emptied and relined
- [ ] Floor mopped

## Bathrooms

- [ ] Toilets and urinals cleaned and disinfected, inside and out
- [ ] Basins, taps and benches cleaned
- [ ] Mirrors cleaned
- [ ] Toilet paper, hand towels and soap restocked
- [ ] Sanitary bins checked
- [ ] Touch points disinfected (handles, locks, flush buttons)
- [ ] Floor mopped with disinfectant

## Floors, stairs and lifts

- [ ] Corridors vacuumed or mopped
- [ ] Stair treads and handrails cleaned
- [ ] Lift doors, buttons and floor cleaned
- [ ] Spills and marks spot-cleaned

## Bins and waste

- [ ] All general waste bins emptied and relined
- [ ] Recycling sorted and emptied as per site rules
- [ ] Bags taken to the correct bin area
- [ ] Bin area left tidy

## End of shift and security

- [ ] Before and after photos of agreed spots taken
- [ ] Issues noted (damage, leaks, low supplies, access)
- [ ] Equipment and chemicals stored safely
- [ ] Lights off, windows and doors locked as agreed
- [ ] Alarm set and site secured
- [ ] Checked out

## Notes and issues

Template by Sprux (getsprux.com). Adapt each site's list to the agreed contract scope. Weekly and periodic tasks (windows, carpet cleaning, high dusting) are best kept on a separate list.