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Daily	Weekly	Monthly
Reception Area		
- Tidy the desk and put away loose forms, pens, and other items	- Polish the floors and hard surfaces	- Deep-clean the oven, microwave, and other cooking appliances
- Dust the counter, open shelving, coffee table, and surfaces	- Vacuum carpets and rugs	- Deep-clean the refrigerator and check for spoiled food
- Dust office equipment and receptionist's workstation	- Clean interior sides of glass surfaces, dividers, and windows	- Remove sofa covers and wash throw pillowcases
- Sweep or vacuum the floors	- Wipe telephones and consoles with disinfectant	- Clean grime off exterior sides of windows and window covers
- Mop the floors with disinfectant	- Dispose of expired or spoiled food from refrigerator	- Wash and polish glass dividers and walls
- Wipe receptionist's desk and counter with all-surface cleaner	- Sterilize cutlery and utensils	- Dust or clean hard-to-reach places and corners
- Wipe hard chairs on the reception floor		- Declutter and organize contents of drawers
- Vacuum upholstery and tidy throw pillows (if applicable)		- Polish wood, chrome, and steel surfaces
- Clean reflective and chrome surfaces		- Use air freshening and disinfecting spray after cleaning
Workstations, Offices, and Meeting Rooms		
- Sweep or vacuum the floor, especially underneath desks		
- Dust computer stations, keyboards, and office equipment		
- Dust open shelving and surfaces		
- Empty waste paper bins		
- Wipe and clean conference table		
- Erase non-essential writings on whiteboard		
- Use air freshening and disinfecting spray after cleaning		
Bathrooms		
- Refill soap dispensers and toilet paper		
- Mop the floors with disinfectant		
- Clean and disinfect urinals and sinks		
- Wipe sink and doorknobs with disinfectant		
- Wipe mirrors and dividers with a wet rag		
- Use air freshening and disinfecting spray after cleaning		

Pantry or Breakroom		
- Empty garbage and replace liners		
- Wash, dry, and put away used kitchenware		
- Wipe kitchen counter and cooking appliances		
- Wipe tables and arrange chairs		
- Sweep or mop the floors		
- Use appropriate disinfectant for the floor		
- Store perishable food in the refrigerator and refill ice maker		
- Wipe splashes and crumbs from cooking appliances		