

Kassandra Cleaning Service L.L.C.

Professional Office Cleaning Checklist

Serving Houston, TX – Reliable • Meticulous • Eco-Friendly



Workstations & Offices Daily: Disinfect desk surfaces and keyboards (if cleared) ☐ Empty personal trash cans Dust shelves and monitor stands ☐ Spot-clean walls and partitions ☐ Vacuum and/or mop under desks Waiting Areas / Conference Rooms Daily: Dust and sanitize tables ☐ Disinfect phones, remotes, shared equipment ☐ Vacuum furniture (cushions and upholstery) ☐ Tidy up reading material or displays Restrooms & Kitchen / Breakroom Restroom Cleaning Checklist Daily: ☐ Disinfect all toilets and urinals ☐ Clean sinks and countertops ☐ Wipe and polish mirrors



☐ Refill soap dispensers, paper towels, and toilet paper
☐ Empty trash bins and sanitary disposal units
☐ Mop and disinfect floors
☐ Clean partition walls and door handles
Weekly:
☐ Scrub tile grout and corners
☐ Sanitize walls and under fixtures
Titchen / Breakroom Areas
Daily:
☐ Wipe down countertops and tables
☐ Clean appliance exteriors: microwave, fridge, etc.
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回 Supplies Used				
Item	Brand	Eco-Friendly	Stocked	
Disinfectant Spray	Seventh Generation	✓	[]	
Glass Cleaner	Method	✓	[]	
Floor Cleaner	Bona	✓	[]	
Paper Towels	Georgia-Pacific	✓	[]	
Trash Liners	Earth Rated	✓	[]	
Deep Cleaning / S	Specialty & Final Sign-	off		
Floor Care Servic	es			
Weekly or As Needed	d:			
☐ Deep carpet vacuuming & spot removal				
☐ Machine buffing/polishing of hard floors				
☐ Grout scrubbing and baseboard detailing				
☐ Windows & Glass				
☐ Interior window cleaning (weekly or monthly)				
Entryway door glass cleaned daily				
Exterior glass available upon request				
High-Touch & Spo	ecialty Areas			
Sanitize door handles, elevator buttons, light switches				



☐ Wipe vending machines, water coolers☐ Dust ceiling vents and corners				
Area	Cleaned Notes			
Offices				
Restrooms	[]			
Kitchen	[]			
Lobby/Common				
Floors				
Trash/Recycling	[]			
Client Signature:				
Date:				
Kassandra Cleaning Service Representative:				

