

Office Cleaning Checklist: Daily, Weekly and Monthly

A practical cleaning checklist for Dubai offices, split into daily, weekly and monthly tasks, plus the points to put in a cleaning contract. Print it, share it with your team or save the PDF.

Last checked 16 October 2026 · LUMINA Property Care · luminacare.ae

Most small Dubai offices need cleaning two or three times a week. Busy client-facing offices, and any office with a shared pantry, usually need a daily visit. Whatever the schedule, a written checklist means your team, your cleaners and your building manager all know what happens on each visit.

Dust is the main enemy here: it comes in through doors and AC vents every day, so high-touch points and floors need more attention than in many other cities. Change the list to fit your space.

Daily tasks

- ☐ Empty all bins and recycling, replace liners and take waste to the building collection point.
- ☐ Wipe desks that are clear. Follow a clean-desk rule: papers and personal items are never moved.
- ☐ Disinfect high-touch points: door handles, light switches, lift buttons, phones, printer buttons and shared keyboards.
- ☐ Reset reception: wipe the counter, straighten seating and magazines, clean the entrance glass door.
- ☐ Reset meeting rooms: wipe tables and whiteboards, push in chairs, remove cups and bottles.
- ☐ Pantry: wash or load dishes, wipe worktops, sink, kettle, coffee machine and microwave inside and out.
- ☐ Washrooms: clean and disinfect toilets, urinals, sinks and mirrors, mop the floor and refill soap, paper and hand towels.

- ☐ Vacuum walkways and carpeted areas; mop hard floors in the entrance, pantry and washrooms.

Weekly tasks

- ☐ Vacuum all carpets fully, including under desks and around cables.
- ☐ Dust shelves, cabinet tops, window sills, picture frames and partitions within reach.
- ☐ Wipe office chairs, armrests and meeting room chairs.
- ☐ Clean inside glass partitions and glass doors on both sides.
- ☐ Clean the fridge: remove out-of-date food (with notice to staff), wipe shelves and door seals.
- ☐ Wipe the outside of cupboards, drawers, filing cabinets and appliances.
- ☐ Descale washroom taps, sinks and toilets so hard water marks do not build up.
- ☐ Clean bins inside and out.

Monthly tasks

- ☐ Dust high areas: light fittings, AC vents and grilles, the tops of tall cupboards.
- ☐ Wipe skirting boards, door frames and walls around switches.
- ☐ Clean the microwave, oven and dishwasher filters in the pantry.
- ☐ Move light furniture and clean underneath.
- ☐ Wipe the underside of desks and chair bases.
- ☐ Check consumable stock levels and agree the next order.
- ☐ Walk the office with your cleaning supervisor and agree any changes to the checklist.

What to put in an office cleaning contract

Before you sign with a cleaning company, check that the contract covers these points. A clear contract avoids most disputes later. This is a practical list, not legal advice.

- ☐ Scope: a written checklist of tasks per area, with daily, weekly and monthly tasks shown separately.
- ☐ Schedule: the days and times of each visit, the number of cleaners and the hours on site.

- ☐ Access and security: who holds keys or access cards, how they are logged, and building rules the team must follow.

- ☐ Clean-desk and confidentiality: what cleaners may and may not touch, and how documents are treated.

- ☐ Consumables: whether soap, paper, bin liners and pantry items are supplied by the company or by you.

- ☐ Equipment and products: who brings them, and that products are safe around electronics.

- ☐ Staff: that cleaners are employed by the company, trained and covered when someone is ill or on leave.

- ☐ Quality checks: how often a supervisor inspects, and how you report a problem and get it fixed.

- ☐ Invoicing: one fixed monthly amount, what counts as an extra, and how extras are agreed in writing first.

- ☐ Changes and notice: how to change the scope or schedule, and the notice period to end the contract.

- ☐ Licence and insurance: a copy of the company's trade licence and proof of insurance.

- ☐ One named contact for day-to-day questions, reachable on WhatsApp or email.

How LUMINA cleans offices

Every LUMINA office contract starts from a checklist like this one, agreed with you after a free site visit. Our own full-time cleaners, trained by LUMINA to European standards, clean early in the morning, in the evening or at weekends, and you get one fixed monthly quote and one invoice a month.

More about office cleaning in Dubai: www.luminacare.ae/office-cleaning