

Kayxcellence Office Cleaning Checklist

When you book an office clean with Kayxcellence, our trained and fully equipped team ensures your workspace stays spotless, hygienic, and ready for business. We work discreetly around your schedule — early mornings, evenings, or weekends — so your operations continue without interruption.

Below is our standard office cleaning checklist, designed to maintain a professional, productive, and welcoming environment.

General Areas

- 1 Dusting and wiping of all surfaces, desks, and furniture
- 2 Polishing of doors, skirting boards, and woodwork
- 3 Cleaning of windows (interior) and glass partitions
- 4 Emptying and sanitising of bins
- 5 Vacuuming and mopping of all floors and carpets
- 6 Cleaning of light switches, sockets, and fixtures

Workstations & Meeting Rooms

- 1 Desks, chairs, and monitors cleaned and sanitised
- 2 Phones, keyboards, and touchpoints disinfected
- 3 Meeting tables polished and arranged neatly
- 4 Refreshments areas wiped and replenished (if required)

Kitchen / Break Rooms

- 1 Worktops, sinks, and cupboards cleaned
- 2 Microwaves, fridges, and appliances sanitised
- 3 Floors swept and mopped
- 4 Bins emptied and deodorised

Washrooms

- 1 Toilets, sinks, and taps disinfected
- 2 Mirrors and glass surfaces polished
- 3 Consumables restocked (soap, paper towels, tissue)
- 4 Bins emptied and sanitised

Optional Add-Ons

- 1 Carpet shampooing and deep floor care
- 2 High-level dusting and vent cleaning
- 3 Window exterior cleaning (where accessible)
- 4 Upholstery and chair deep cleans

The Kayxcellence Promise

Every office clean is delivered with care, precision, and accountability. If anything falls short of our standard, our team will return promptly — free of charge.