

Declutter, Organize & Clean Your Home

A place for everything, and everything in its place.

This cleaning, organizing and decluttering checklist was created for you by Dana of LivingWithDana.com.

Office Space

1. General Cleaning

- Dust all surfaces (desks, shelves, filing cabinets)
- Wipe down electronics (keyboard, mouse, phone, computer monitor)
- Clean windows and glass (remove fingerprints)
- Empty trash and recycling bins
- Wipe down light switches, door handles, and high-touch areas
- Clean and sanitize the desk area (remove crumbs, dirt, or spills)
- Vacuum or sweep the floor
- Clean and disinfect high-traffic areas (such as entrance doors)

2. Deep Cleaning

Desk Drawers: Empty and clean out any clutter, wipe down drawers

File Cabinets: Sort through files, shred unnecessary documents, organize by category

Bookshelves: Dust books, arrange by category, and declutter

Computer: Clean screen, keyboard, and

mouse with proper cleaners

Chair: Vacuum or wipe down the office chair, and check for any maintenance needs

3. Organizing

- Sort through papers and organize important documents in folders or binders
- Create a filing system (physical or digital) for easy access
- Organize office supplies (pens, stapler, paper, etc.) in containers or drawers
- Set up a task list or calendar to keep track of projects and deadlines
- Organize cables and chargers (use cable organizers or clips)

4. Maintaining Cleanliness

- Set up a weekly or monthly cleaning schedule (dusting, vacuuming, organizing)
- Clean and organize your desk after each workday
- Regularly declutter and shred unnecessary documents
- Keep office supplies neatly stored and easy to access