

## OrganicDust Commercial/Offices Cleaning:

Maintaining a clean and organized office environment is essential for creating a professional and welcoming atmosphere for employees and visitors alike. With our office cleaning services, you can trust that your workspace will be kept sparkling clean and germ-free, promoting a healthy and productive work environment.

Our team of experienced cleaners is trained to handle all aspects of office cleaning, from dusting and vacuuming to sanitizing high-touch surfaces and restocking supplies. We understand the importance of attention to detail and will work tirelessly to ensure that every corner of your office is spotless.

By entrusting us with your office cleaning needs, you can focus on running your business and leave the dirty work to us. Let us help you create a clean and inviting office space that reflects the professionalism of your company



### BOOKING REQUIREMENTS:

**Booking to be made 24-48 HOURS MINIMUM IN Advance.**

**For Last-minute cleaning service requests contact via call as can not be guaranteed.**

***Weekly service can be planned up to 6 months in advance***

### Organic Dust Commercial/Offices Cleaning Checklist:

- Sweep and mop floors
- Dust all surfaces including desks, shelves, and furniture
- Clean windows and mirrors
- Empty and clean out trash bins
- Sanitize and disinfect high-touch surfaces such as door handles, phones, and keyboards
- Vacuum carpets and rugs
- Clean and disinfect restrooms, including toilets, sinks, and countertops
- Refill restroom supplies such as toilet paper and hand soap
- Clean and disinfect break room appliances such as microwaves, coffee makers, and refrigerators
- Restock office supplies such as paper towels, trash bags, and cleaning products.
- Restock office supplies such as coffee, sugar, tea, biscuits etc.



### Communication:

**Discuss any specific areas of concern with the cleaning operations team before the service.**

