

OFFICE CLEANING SERVICE

Our Office Cleaning Service is designed to help businesses maintain clean, organized, and welcoming workspaces for employees and visitors. We provide routine cleaning and detailed cleaning options tailored to the needs of each business.

This service is ideal for professional offices, small businesses, and other commercial workspaces that require consistent upkeep.

OFFICE AREAS & WORKSPACES

- Dust and wipe accessible desks, tables, shelves, and office furniture.
- Clean accessible countertops and shared work surfaces.
- Dust accessible exterior surfaces of office equipment and electronics using appropriate cleaning methods.
- Wipe light switches, door handles, and frequently touched surfaces.
- Clean accessible interior glass and mirrors.
- Empty trash cans and replace liners using client-provided bags.
- Lightly straighten common areas without moving or organizing documents and personal belongings.
- Vacuum accessible carpets and rugs.
- Sweep and mop accessible hard floors.

BREAK ROOMS & KITCHENETTES

- Clean countertops and accessible surfaces.
- Clean sinks and faucets.
- Wipe exterior surfaces of refrigerators, microwaves, and other appliances.
- Clean inside microwaves to remove food splatters and residue.
- Wipe cabinet and drawer exteriors.
- Clean tables and chairs.
- Empty trash and replace liners using client-provided bags.
- Sweep and mop accessible floors.

RESTROOMS

- Clean and sanitize toilets, including bowls, seats, lids, and accessible exterior surfaces.
- Clean sinks, faucets, and countertops.
- Clean mirrors and accessible glass surfaces.
- Wipe exterior cabinet surfaces.

- Wipe light switches, door handles, and frequently touched surfaces.
- Empty trash and replace liners using client-provided bags.
- Sweep and mop accessible floors.

RECEPTION AREAS & WAITING ROOMS

- Dust and wipe accessible reception desks, tables, and furniture.
- Dust accessible shelves, decorations, and display surfaces.
- Clean accessible mirrors and interior glass.
- Wipe door handles and frequently touched surfaces.
- Straighten chairs and common-area furniture.
- Empty trash and replace liners using client-provided bags.
- Vacuum accessible carpets and rugs.
- Sweep and mop accessible hard floors.

HALLWAYS & COMMON AREAS

- Dust accessible furniture, ledges, and decorative surfaces.
- Wipe light switches and door handles.
- Clean accessible mirrors and glass surfaces.
- Empty trash and replace liners using client-provided bags.
- Vacuum accessible carpets and rugs.
- Sweep and mop accessible hard floors.

NOT INCLUDED IN OFFICE CLEANING

- Heavy scrubbing or removal of excessive dirt, grease, and buildup.
- Detailed baseboard, door frame, or trim scrubbing.
- Cleaning inside cabinets, drawers, or personal storage areas.
- Organizing paperwork, files, or personal belongings.
- Moving heavy furniture or office equipment.
- Cleaning sensitive electronic equipment internally.
- Carpet shampooing or upholstery extraction.
- Exterior window cleaning.
- Removal of large amounts of trash or debris.
- Cleaning hazardous materials, bodily fluids, or medical waste.
- Cleaning areas requiring unsafe access or specialized equipment.

IMPORTANT SERVICE INFORMATION

Cleaning Frequency: Office Cleaning may be scheduled on a recurring or customized basis depending on the business's needs and availability.

Customized Cleaning: Every workspace is different. Cleaning tasks can be adjusted based on the size, layout, and requirements of the business.

Sanitization: Toilets are cleaned and sanitized using appropriate products according to their label instructions. Other surfaces are cleaned but are not represented as sanitized or disinfected.

Office Equipment & Personal Items: Cleaners do not move or organize paperwork, confidential documents, personal belongings, or sensitive office equipment.

Supplies: Trash liners are provided by the client. Any additional supply requirements will be discussed before scheduling.

Additional Services & Special Requests: The services listed above outline our basic Office Cleaning package. Businesses may request additional cleaning tasks or detailed services. All requests must be discussed and approved in advance, as they may require extra time and additional charges.

Pricing: Office Cleaning is priced according to the size and condition of the workspace, cleaning frequency, and services requested.

Service Adjustments: Any changes to the agreed-upon cleaning scope or pricing will be discussed and approved before additional work begins.