



Office Cleaning Checklist

Office Area

- Clean all entry ways and entrance door glass
- Dust mop/vacuum floors
- Mop and disinfect surface floors
- Empty Waste Baskets and replace liners (if needed).
- Clean drinking fountains.
- Dust furniture and fixtures.
- Wipe and disinfect phones.

General Cleaning

- Dust all surfaces
- Remove cobwebs if needed.
- Clean and disinfect light switches
- Clean and disinfect door knobs/handles.

Break Room Area

- Clean and disinfect counters, sinks tables and chairs.
- Clean exterior of refrigerator
- Wipe down water coolers.
- Clean coffee bar area (if needed).
- Mop and disinfect surface floors

Restrooms

- Clean and disinfect toilet bowls
- Clean and disinfect wash basins.
- Clean mirrors.
- Restock restroom supplies. (Client provides)
- Wipe down dispensers
- Mop and disinfect surface floors

Call, text or email to schedule your
FREE On-Site Consultation and Quote

480-650-9771

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