



Cleaners of Maine.com

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Your Cleaner(s) Today _____/_____

CleanersOfMaine.com

RECEPTION/COMMON AREA

- Dust all horizontal surfaces (desk/table/shelves)
- Vacuum and mop hard floors
- Empty trash cans and replace liners
- Disinfect door handles/light switches
- Disinfect high-touch surfaces
- Clean and disinfect reception desk/lobby furniture

OFFICES AND CUBICLES

- Dust furniture/equipment (desk/chair/computers)
- Empty trash cans and replace liners
- Disinfect phones, keyboards, and mice
- Spot clean walls and surfaces
- Vacuum and mop floors

RESTROOMS

- Restock supplies (toilet paper/paper towels/soap)
- Empty sanitary bins and replace liners
- Disinfect toilets, urinals, sinks, and wipe mirrors
- Mop floors and clean vents and fans

KITCHEN/BREAK ROOM

- Empty trash cans and replace liners
- Disinfect countertops, sinks, and wipe appliances
- Restock disposables (napkins/utensils)
- Clean tables and chairs
- Sweep and mop floors
- Wipe down watercooler

ROTATIONAL BASIS

Reception and Common Areas

- Dust and clean light fixtures and high surfaces
- Clean walls and painted surfaces

Offices and Cubicles

- Clean under and movable furniture and fixtures
- Dust and clean computer peripherals

Restrooms

- Deep clean and descale all plumbing fixtures
- Dust and clean air vents and fans

Kitchen/Break Room

- Inspect and clean floor drains
- Clean inside microwaves
- Descale sinks and faucets; clean behind appliances

EXTRA CHARGE

- Clean inside fridge/freezer/range
- Clean inside cupboard's/pantry
- Items not on this list detailed upon request
- Steam Clean grout/furniture

DON'TS

-Dishes/Furniture not moved

-Declutter/personal spaces

(Such as: moving items off desks)