

Office Cleaning Check List

Restrooms – clean and disinfect sink and toilet (inside and out). Refill soap and paper products as needed (soap and paper provided by client). We move items on counters cleaning the entire surface. We don't just clean around items.

Floors - Mop all hard surface floors including; tile, hard wood etc. (Type of surface *determines product used*). Bona for wood floors, Lysol for tile.

Kitchen – clean and disinfect counter surfaces including backsplash. We move items on counter cleaning the entire surface. Wipe down appliances and cabinets and clean inside microwave.

Vacuum all carpets areas. Use vacuum attachment on stairs vacuuming between spokes on stair railing. Shake out all small area rugs and vacuum with attachment.

Dust and/or clean all horizontal surfaces (not just table tops but also window sills, window joins, tops picture frames, etc.)

Empty all waste receptacles. Reline with plastic trash bags (customer to supply bags)

Windows – Entry area glass normally included. Additional windows are an add-on charge at customer's request.

Baseboards (on initial cleaning then as needed) *

Ceiling fans (on initial cleaning then as needed) *

Disinfect all door knobs, light switches, hand rails etc. to help maintain a healthy environment (cleaning of potentially high germ carrying surfaces / frequently touched surfaces)

Other items as necessary

