

# What's Included – Office

## Cleaning Checklist

### Entrances

- Dusting high and low areas
- Spot Clean All Walls, Light Switches and Doors
- Dust Mop Hard Surface Floors
- Damp Mop Hard Surface Floors - Use Appropriate Cleaner Clean Both Sides of Interior Door Glass and Wipe Frames Vacuum Walk-Off Mats
- Baseboards
- Vents

### Lobbies/Hallways

- Dusting high and low areas
- Spot Clean All Walls, Light Switches and Doors
- Dust Mop Hard Surface Floors
- Damp Mop Hard Surface Floors - Use Appropriate Cleaner Damp Wipe Horizontal Surfaces - Use Appropriate Cleaner Empty and Remove Trash, Replace Liner if Needed Vacuum Walk-Off Mats
- Dust All Horizontal Surfaces Within Normal Reach Baseboards
- Vents

### Conference Rooms/Offices

- Dusting high and low areas
- Spot Clean All Walls, Light Switches and Door
- Dust Mop Hard Surface Floors
- Damp Mop Hard Surface Floors
- Clean Both Sides of Door Glass
- Spot Clean Glass

- Empty and Remove Trash, Replace Liner if Needed
- Arrange Furniture
- Vacuum all floors and carpets
- Cleaned Chairs and Table Legs

### Restrooms

- Empty and Remove Trash - Replace Liner if Needed
- Refill Supply Dispensers
- Clean and Disinfect Restroom Fixtures
- Clean Mirrors
- Clean Counters
- Clean Partitions
- Clean Chrome
- Vacuum and Mop Floors

### Lunchrooms

- Detail Dust - High and Low Areas
- Spot Clean All Walls, Light Switches, Vending Machines and Doors
- Dust Mop Hard Surface Floors
- Damp Mop Hard Surface Floors - Use Appropriate Cleaner
- Damp Wipe All Lunchroom Tables
- Damp Wipe Eating Area Chairs
- Damp Wipe Countertops - Use Appropriate Cleaner
- Clean Sinks - Use Appropriate Cleaner
- Clean Coffee machine/Station
- Vacuum Walk-off Mats
- Damp Clean Interior and Exterior of Microwaves
- Empty and Remove Trash, Replace Liner if Needed
- Clean Refrigerator, Inside and Outside if needed
- Clean Microwave, Inside and Outside

