



CLEANING CHECKLIST

Office Cleaning Checklist

Dust the ceiling - including corners, ceiling fans, light fixtures and air vents



Clean curtains/blinds and windows



Wipe down walls and skirting boards



Clean bookshelves, cabinets, cupboards, etc

- o Empty out and dispose of unnecessary documents
- o Dust and wipe down surfaces



Clean the desk

- o Clear any desk accessories - dust and wipe down
- o Dust and wipe down desk surface



Clean electronics*

- o Dust and disinfect the computer monitor, laptop, keyboard and mouse
- o Dust and disinfect phones and tablets
- o Dust and wipe down speakers, printer, fax machine, etc



Clean the office chair and other furniture

- o If fabric, use a vacuum with a brush attachment
- o For other materials, dust and wipe down/polish



Vacuum and mop the floors



*Please read the label and follow instructions to ensure product use is suitable for surface type.

