

# Office Clean Checklist

## OFFICES, LOBBY & CONFERENCE ROOMS

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- Sanitize all Desktops & Surfaces
- Empty Trash & replace liners
- Clean & Polish Drinking Fountain
- Dust Chairs, Windowsills, Pictures, & Décor items
- Dust Lamps & Light fixtures
- Dust Electronics
- Sanitize Telephones
- Vacuum Carpeting
- Mop Floors
- Clean Entryway Glass Doors & Handles
- Spot Clean Partition Glass
- Wipe down all Tables & Chairs
- Wipe/dust all misc. items
- General straightening of items

## LUNCH/BREAKROOM

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- Dust/Wipe all Horizontal Surfaces
- Clean all Tables & Chairs
- Spot Clean wall near Trash
- Clean Drinking Fountain/Water Cooler
- Clean Vending Machine
- Clean Microwave Inside & Outside
- Sanitize Sink
- Organize any Dishes & Cups
- Outside of Refrigerator (Inside if necessary)
- Clean Coffee Maker (empty coffee grounds)
- Spot clean Cabinets and knobs
- Empty trash & replace liners
- Wipe/dust all misc. items on counters
- General straightening of items

## RESTROOMS

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- Countertops & surfaces
- Sink & Basins
- Facet & Handles
- Soap dish
- Mirrors
- Sanitize Toilets & Urinals
- Wipe down Towel Cabinet/ Hand Dryer
- Remove Splash Marks from Walls
- Mop Floors
- Empty Trash & replace liner
- Restock Toilet paper, Tissues, Soaps
- Wipe/dust all misc. items on counter
- General straightening of items

## GENERAL/OTHER

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- Wipe any items in Halls & Entryways
- Dust Blinds & Sills
- Sanitize all Glass Doors
- Wipe Interior Windows
- Sanitize Doorknobs
- Organize misc. items