



## Office Cleaning Task Checklist

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- Empty all bins in the office area
- Pick up loose rubbish off the floor
- Change bin liners if need be
- Wipe clean all desks and surfaces (always with a green microfibre cloth)
- Dust computer screens
- Wipe clean telephones
- Vacuum the floors
- Mop the floors
- Dress the rooms - meeting rooms and boardrooms
- Wipe clean the bottom of chairs



## Office Cleaning Task Checklist

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- Wipe clean tops of filing cabinets and cupboards
- Dusting windowsills
- Change bin liners if need be
- High dusting (tops of door frames)
- Vacuuming air-conditioning vents (if requested)
- Wipe clean desks that have modesty panels
- Wipe clean doors and handles
- Wipe clean glass doors and walls
- Wipe down switches and powerpoints if visibly dirty
- Collect plates, cups, cutlery, etc. (if requested)
- Stack and unstack dishwasher (if requested)