



## Staff Breakout Rooms Cleaning Task Checklist

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- Empty all bins - paper waste, mixed recyclables, organic waste, and general waste
- Pick up loose rubbish off the floor
- Re-stock consumables - hand towels, soap, etc.
- Wipe clean kitchen benches and lunchroom tables
- Wipe clean outside of cupboards and drawers
- Wipe clean outside of fridges, ovens, toasters, coffee machines, and hand towel dispensers
- Scrub kitchen sinks
- Wipe clean inside and outside of microwaves (including underneath the turntable)
- Wipe clean inside and outside of bins



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- Wipe clean back of chairs to remove fingerprints
- Wipe clean the leading edge of tables (the underside of the table)
- Wipe clean the legs of chairs and table
- Wipe clean the inside of fridges (if requested)
- Wipe clean lounges, game controllers, game machines, etc.
- Wipe clean coffee tables
- Neatly organize magazines/newspapers
- Vacuum all staff breakout areas
- Vacuum underneath tables and chairs
- Vacuum lounges if need be



## Staff Breakout Rooms Cleaning Task Checklist

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- Mop all staff breakout areas
- Mop underneath tables and chairs
- Stack and unstack dishwashers (if requested)
- Wipe clean splashback areas behind sink and cooktops