

OFFICE CLEANING CHECKLIST



Clear clutter first, it will make everything else easier!



Dust and disinfect all surfaces, paying attention to high traffic areas.



Wipe down all windows and mirrors with glass cleaner.



Clean the fridge out on a weekly basis to avoid moldy foods.



Collect trash and recycling at least once a week.



Wipe down the microwave, stove, and other cooking areas.



Check the corners for cobwebs.



Pick up crumbs by sweeping or vacuuming to avoid pest problems.



Clean restrooms and restock paper products.



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