

Office Cleaning Check-List

Before Leaving for the Day:

- Clean up loose papers in work area
- Put garbage around your desk/workstation in trash
- Disinfect desk or counter areas within your work area
- Clean any dishes used in the kitchen or commons area
- Restock toilet paper, paper towels in restrooms

Once a week:

- Vacuum carpet and rugs
- Sweep and mop tile, vinyl and hardwood floors
- Dust around workstations