

Spring Cleaning Checklist

Are you giving your office a down and dirty spring clean?
Check below to see if you're hitting all the hotspots!

Kitchen & Restroom

- Sink
- Faucet
- Microwave
- Coffee Maker
- Counters
- Soap Dispenser
- Cabinets
- Toilet
- Mirrors
- Floors
- Trash Cans
- Vending Machine

Work Space & Meeting Room

- Desks
- Computer
- Keyboard
- Mouse
- Printer
- Telephone
- Chairs
- Tables
- Shelves
- Door Knobs
- Light Switches
- Trash Cans

Lobby & Reception

- Desk
- Chairs
- Light Switches
- Elevator Buttons
- Welcome Mats
- Computer
- Keyboard
- Mouse
- Telephone
- Walls
- Water Fountain
- Clutter

Windows & Floors

- Floor Repairs
- Floor Polish
- Deep Clean
- Carpets
- Baseboards
- Window Glass
- Window Sills
- Draperies
- Blinds