



First Impression Checklist

1 Your **entry** is the first chance your business has to make a good impression. Is your signage clean and visible? Are your windows crystal clear? Is the grass mowed and landscaping tidy? Is the front door free of smudges? Something as simple as a welcome mat at the door can make visitors happy they've arrived..

2 Your **reception area** is where you set the tone for your visitors. Is the desk neat and clutter-free? Is there ample, comfortable seating? Are plants thriving? Is there reading material and refreshments available? Is the area well-lit? Is it warm enough? Cool enough? A coat-rack or umbrella stand are thoughtful additions.

3 **Floors** and **windows** matter a lot. Dirty threadbare carpeting, lackluster hardwood and windows that don't let in the sun, tell a visitor that the details aren't important. How is your business "underfoot?" Is your carpeting clean (especially after winter?) Does your hardwood shine? Do your windows let in the view?

4 Nothing is more unappealing and unhealthy than a dirty **restroom** or **breakroom/kitchen**. These areas should always be squeaky clean. Toilets? Sinks? Faucets? Fridge? Coffee maker? Water dispenser? Microwave? Vending machine? Doorknobs? Mirrors? All these germey hotspots need constant attention.

5 Now's the time to do a thorough inspection of all the **work areas** in your office to ensure they are spotless. Have the desks, chairs, bookshelves, and conference tables been disinfected? Are the workspaces clear and clutter-free? Is the furniture in need of any repairs? Do the floors shine and the windows glisten? Are the walls smudge-free? Don't forget to clean and disinfect office equipment, such as the copier, too!

6 Is your **janitor's closet** organized and fully stocked with custodial supplies? As we transition into a new season, it's a good time to make sure you have everything you need to keep your offices looking spic and span. Mops? Brooms? Buckets? Wet floor signs? Paper towels? Toilet paper? Cleansers? Trash can liners? Soap? Hand sanitizer? Don't forget to clean and disinfect the closet itself and all the supplies, too!

7 Is your business taking advantage of **Green Cleaning** methods? Buildingstars' Green Star cleaning program uses environmentally friendly cleaning methods, products and equipment, making it easy for you to protect your employees' health – without harming the environment.