

OFFICE CLEANING CHECKLIST

DAILY TASKS

OFFICE AND RECEPTION AREA

- Empty garbage bins and replace garbage bags.
- Vacuum covers and tangles.
- Sweep or vacuum hard floor surfaces.
- Dust furniture and office equipment, including work areas, seats, tables and computers.
- Disinfect level surfaces with a soaked cloth.
- Mop the hard floors with disinfectant cleaners.
- Clean light changes and ways to eject fingerprints and different impressions.
- Clean the glass windows and the entrances inside.
- Clean surfaces and dividers.

BATHROOMS

- Refill paper towels, toilet paper and hand soap.
- Disinfect toilets and urinals.
- Clean mirrors, windows and glass.
- Disinfect bathroom surfaces, including entry handles, and towel or hand dryer accessories.
- Clean the divisions and eject the watermarks.
- Mop tiles and flooring.
- Dust off Decorations

KITCHEN OR BREAK ROOM

- Empty garbage bins and replace garbage bags.
- Wipe down counters, sinks, tables and chairs.
- Clean microwave oven, coffee makers and other kitchen appliances.
- Refill kitchen towels, dish washing liquid and hand soap.
- Mop kitchen floors.



HELP YOUR BUSINESS MAKE THE RIGHT IMPRESSION WITH OUR CLEANING PROFESSIONALS

→ 604-715-9540



We offer you a large selection of services, using eco-friendly products used by bonded professionals.

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OFFICE CLEANING CHECKLIST WEEKLY & MONTHLY TASKS

WEEKLY TASKS

- Polish all hard floor surfaces.
- Clean the exterior surfaces of the glasses.
- Sanitize and deep clean refrigerators, microwaves and other kitchen appliances.
- Disinfect consoles and telephones.
- Vacuum clean mats and carpets.
- Scrub sinks and tiles in restrooms and kitchen area.

MONTHLY TASKS

- Vacuum vents and office furniture material.
- Clean the window covers.
- Dust and disinfect hard-to-reach or covered places (i.e., along the highest points of windows, cabinets, ceiling fans, etc.).
- Polish any wooden furniture and hardwood surfaces.
- Organize and declutter office drawers and wardrobes and discard useless papers and files.

Now that you're familiar with the different steps to ensure your office is absolutely clean, it is time to impose this cleaning checklist from now on.



Feeling Overwhelmed? You don't have to do this by yourself. We are convinced that we will satisfy all your cleaning needs and worries.

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