

# OFFICE CLEANING

## CHECKLIST

### DAILY

- Wipe down office equipment
- Disinfect commonly touched surfaces
- Vacuum and mop the floor
- Sanitize restroom surfaces
- Wipe down kitchen surfaces

### WEEKLY

- Dust all surfaces, including shelves, and desks
- Clean windows and glass doors
- Vacuum and sweep the floor
- Disinfect elevator interiors and buttons
- Clean conference room tables and chairs

### MONTHLY

- Vacuum clean upholstery and curtains
- Wipe down baseboards, vents, and ceiling fans
- Clean stainless steel surfaces.
- Deep clean carpets and rugs
- Inspect and replace light bulbs

### YEARLY

- Deep cleaning the entire office space
- Clean and dust light fixtures
- Shampoo clean upholstered furniture
- Disinfect air vents and ducts
- Disinfect office blinds and curtains

# General Office Cleaning Check List

**Huangqi Zhang**



**General Office Cleaning Check List:**

## Unveiling the Magic of Words: A Review of "**General Office Cleaning Check List**"

In a world defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their power to kindle emotions, provoke contemplation, and ignite transformative change is really awe-inspiring. Enter the realm of "**General Office Cleaning Check List**," a mesmerizing literary masterpiece penned by way of a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve into the book's central themes, examine its distinctive writing style, and assess its profound effect on the souls of its readers.

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