



## OFFICE CLEAN CHECKLIST

Please note: The services listed below are subject to change.

### **Office Space**

- ☐ Wipe down desks
- ☐ Clean keyboards & computers
- ☐ Dust plants (if any)
- ☐ Clean all inside windows
- ☐ Mop office floors
- ☐ Hoover under all furniture
- ☐ Wipe down all surfaces including all furniture  
(shelves, tables, chairs)

### **Kitchen (if necessary)**

- ☐ All surfaces wiped down

- ☐ Wipe down oven hob
- ☐ Kitchen floor hoovered and mopped
- ☐ Clean sink
- ☐ Cabinet exteriors wiped down

- ☐ Hoover under all furniture
- ☐ Wipe down all surfaces including all furniture  
(shelves, tables, chairs)
- ☐ Hoover and mop the floor

## **Bathroom**

- ☐ Clean and disinfect the sink
- ☐ Clean and disinfect toilet (bowl, seat and exterior)
- ☐ Clean and disinfect countertop
- ☐ Wipe down the mirrors
- ☐ Clean and disinfect the shower and bathtub
- ☐ Hoover and mop bathroom floor
- ☐ Clean and disinfect bathroom tiles

## **All Rooms**

- ☐ Dust all skirting boards
- ☐ Wipe down all door frames and handles

*All services provided are subject to change depending on the requirements of our clients. If you wish to make adjustments please let us know prior to your clean.*