

OFFICE CLEANING CHECKLIST

We've created a checklist highlighted the dirtiest spots around the office - including yours. Give it a read and follow the list to ensure a spotless office space.

1 DESKS & ACCESORIES

Clean workspaces increase productivity and profit margins. Computers, keyboards, mouses, and phones should be cleaned regularly to disinfect from bacteria.

2 LIGHT SWITCHES & DOOR HANDLES

A study once showed that germs found on one single doorknob can spread a virus around the office within 2-4 hours.

3 VENDING MACHINES

Bacteria can spread from the buttons to your hands and if you touch your mouth, you're bound to get sick!

4 WINDOWS

It's said that natural light helps productivity so don't let streaky windows keep you from amazing work! Clean 'em!

5 TRASH BINS

Make sure to clean out the trash so that your office isn't a wasteland of smells and garbage. Remember: try recycling when possible.

6 FLOORS

Keeping the floors of an office clean and clear can prevent slips and trips as well as keeping the appearance of the workplace.

7 MEETING ROOMS

Because first impressions are everything, keeping meeting and conference rooms clean is crucial. Clients won't want to do business with companies that don't care.

8 KITCHEN AREAS

Kitchens are hotspots for germs and bacteria so be sure to sanitize all appliances and anything else that is regularly touched.

9 BATHROOMS

These areas are filled with bacteria toilets, sinks faucets and mirrors must be kept disinfected and spotless.



Janitorial Made Simple Office Procedures And Customer Service

Michael Brown



Janitorial Made Simple Office Procedures And Customer Service:

Janitorial Made Simple Office Procedures And Customer Service Book Review: Unveiling the Magic of Language

In a digital era where connections and knowledge reign supreme, the enchanting power of language has become much more apparent than ever. Its ability to stir emotions, provoke thought, and instigate transformation is truly remarkable. This extraordinary book, aptly titled "**Janitorial Made Simple Office Procedures And Customer Service**," compiled by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we shall delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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