

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.



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