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.

INTEGRIT

SERVICES

<u>Janitorial Made Simple Office Procedures And Customer</u> <u>Service</u>

Anthony S. Fauci

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In a world inundated with displays and the cacophony of instantaneous conversation, the profound power and emotional resonance of verbal beauty often fade into obscurity, eclipsed by the constant onslaught of noise and distractions. However, located within the musical pages of **Janitorial Made Simple Office Procedures And Customer Service**, a interesting perform of fictional beauty that impulses with natural thoughts, lies an memorable trip waiting to be embarked upon. Written by a virtuoso wordsmith, that exciting opus instructions readers on a psychological odyssey, softly revealing the latent possible and profound impact stuck within the complex internet of language. Within the heart-wrenching expanse of this evocative examination, we shall embark upon an introspective exploration of the book is main styles, dissect their captivating publishing fashion, and immerse ourselves in the indelible impact it leaves upon the depths of readers souls.

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