

Special Checklist

- ✧ Disposing of garbage and replacing internal liners
- ✧ Maintain garbage bins clean if required due to spills
- ✧ Dusting of desks, tables, cabinets, credenzas, and chairs
- ✧ Straightening and organizing of all visible surface areas
- ✧ Wiping all horizontal surfaces with cleaner and disinfectant
- ✧ Disinfecting phones and highly handled utensils
- ✧ Cleaning vertical glass surfaces
- ✧ Vacuuming all rugs and carpets
- ✧ Vacuuming of hardwood and hard floor areas
- ✧ Individual spot cleaning of lightly marred walls
- ✧ Removal of cobwebs in corners, door frames, etc.
- ✧ Mopping of all floors and entrance areas
- ✧ Removing fingerprints from switches, doors, doorknobs
- ✧ Collect and remove garbage or items tagged for disposal.
- ✧ Stairway and elevator cleaning
- ✧ Cleaning of light fixtures, baseboards and all millwork
- ✧ Kitchen and lounge area cleaning
- ✧ Overall straightening to present a tidy appearance