



Cleaning List: Corporate Office

<p>Office Spaces:</p> <ul style="list-style-type: none"> ● Clean desk areas ● Sanitize all monitors (monitor wipes), keyboards and mouses (disinfectant) with appropriate wipes ● Wipe down all seating areas with damp cloth and/or sanitize wipe. ● Make sure chairs are placed correctly. 	<p>Doors/Windows:</p> <ul style="list-style-type: none"> ● Sanitize all door knobs ● Clean all glass with windex - no smudges ● Wipe out windowsill. 	<p>Bathroom:</p> <ul style="list-style-type: none"> ● Clean toilet and shower area with appropriate cleaning tools ● Replace Toilet paper in bathroom - make note if running low ● Clean mirrors with cleaner
<p>ALL Floors (Bathroom, Offices):</p> <ul style="list-style-type: none"> ● Sweep ● Vacuum ● Mop (weekly) - make sure mop is not too wet - this will ruin the floor. 	<p>Kitchen:</p> <ul style="list-style-type: none"> ● Wipe inside and out of microwave ● Clean sink ● Wipe down & Sanitize Fridge (especially the handles!) 	<p>Phones:</p> <ul style="list-style-type: none"> ● Clean and Sanitize all phones ● Make sure phones are on chargers
<p>Furniture:</p> <ul style="list-style-type: none"> ● Make sure they are clean and in good condition. Spot clean with damp cloth if necessary ● Dust all large furniture pieces (above TV, Cabinets, etc) 	<p>Trash</p> <ul style="list-style-type: none"> ● Empty all trash bins ● Gather up all trash and put in dumpster ● Replace liners on trash cans 	<p>Outside Areas:</p> <ul style="list-style-type: none"> ● Sweep front patio ● Sweep back patio

NOTES: *This area is for you to write notes about what happened while you were in the office.*

DATE: _____

TIME IN: _____

TIME OUT: _____

Signature: _____

REMEMBER TO LOG YOUR HOURS AND MAKE SURE TO LOCK UP!