

Cleaning Checklist

Mark if done

1. Wipe and clean floors, or vacuum if carpeted.
2. Dust computer screen, CPU and keyboard with microfiber cloth. Wipe down desk surface and legs.
3. Dust surfaces of cabinets, tables, bookshelves and other furniture.
4. Treat spots or stains on fabric chairs, wipe down arms and legs of chairs, clear dirt off wheels of swivel chairs.
5. Wipe and sanitize items such as phones, intercoms and remote controls.
6. Wipe and wash down all doors and windows with detergent or soap water (including glass).
7. Vacuum and dust curtains and blinds.
8. Clean light fixtures, fans, air-conditioner cabinets with a duster or cloth.
9. Clean pantry area, especially if there's a sink, microwave or other devices such as tea/coffee kettles, machines.
10. Empty out all the trash cans.
11. Clean and disinfect bathroom sink and toilet bowl.