



GENERAL OFFICE CLEANING

CHECKLIST

BATHROOMS & TOILETS

- ☐ Cleaning toilet inside & out
- ☐ Clean mirror & countertop
- ☐ Dusting Pictures and Lampshades
- ☐ Disinfectant Toilet (seats, lids, sides)
- ☐ Taking Rubbish put & Cleaning Baseboards

KITCHEN

- ☐ Cleaning Microwave
- ☐ Cleaning Cupboards outside
- ☐ Washing Dishes
- ☐ Cleaning Sink
- ☐ Wiping Down Countertops

ENTIRE OFFICE

- ☐ Cleaning and Dusting All Surfaces
- ☐ Cleaning Interior Windows and Cobwebs
- ☐ Mopping and Vacuuming floors

FURNITURES & ELECTRONICS

- ☐ General Tidy up & Organizing Furniture's
- ☐ Wiping Down All Electronic Devices
- ☐ Polishing Furniture's