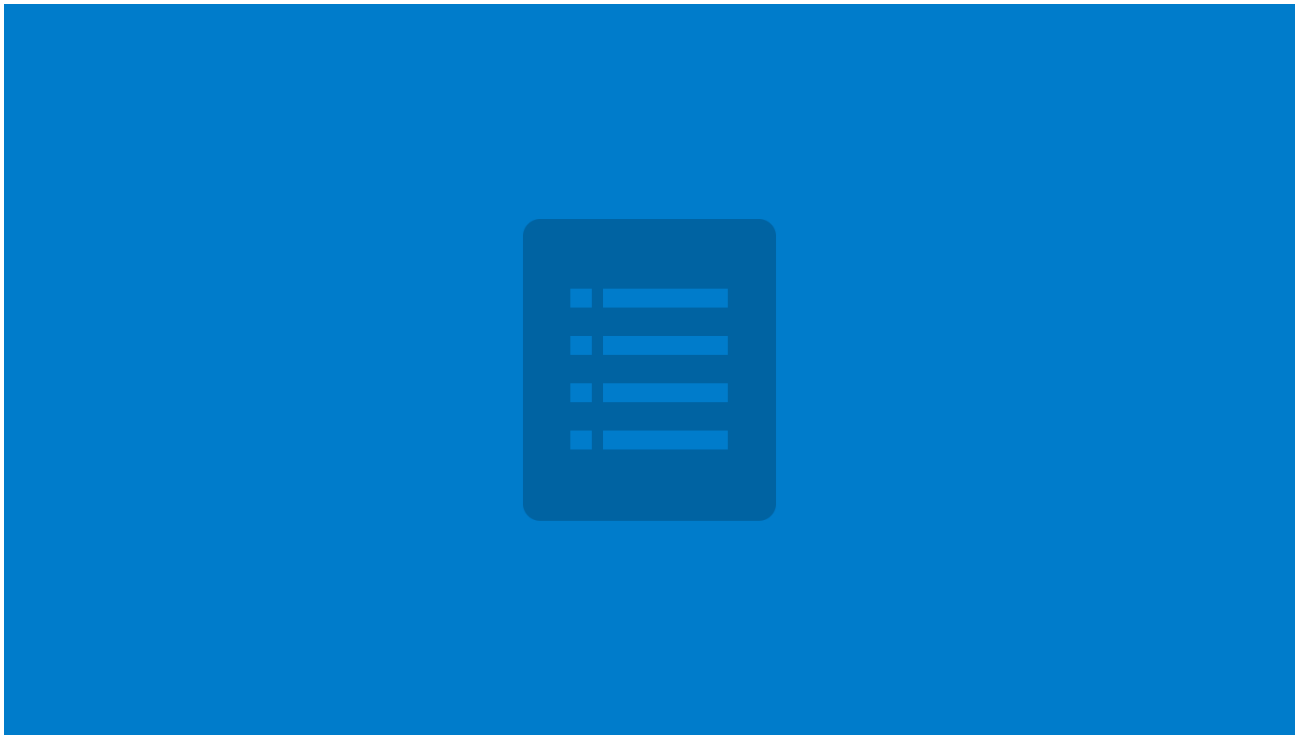
Office Cleaning Checklist

To be completed on every 15th / 30th of the month



Dusting List :

- [ ] Door frames, meeting room TV and office monitors.
- [ ] Blinds and window frames in both rooms
- [ ] Printers
- [ ] Fan and screens.

Cleaning List:

- [ ] Clean top of the cabinets
- [ ] Clean sink and wipe counter top
- [ ] Wash floors (Swiffer)
- [ ] Wipe small fridge
- [ ] Clean inside of microwave and the buttons.
- [ ] Put away Dishes, Clean the dish rack tray at the bottom of the dish rack.
- [ ] Clean washroom, toilet, floor.
- [ ] Empty garbage,recycle clean the under sink cabinet
- [ ] Clean office door and window glasses (Once a month)

Vacuum List:

- [ ] Vacuum the entrance and stairs (once a month)

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