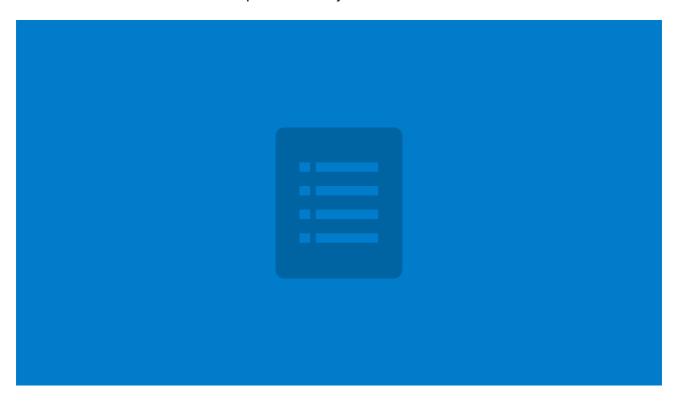
Office Cleaning Checklist

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



Dusting List:

| Blinds and window frames in both rooms |
|---|
| O 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. |
| O 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)

Door frames, meeting room TV and office monitors.

Vacuum List:

O Vacuum the entrance and stairs (once a month)

Make and Share Free Checklists

checkli.com