

# OFFICE CLEANING

## CHECKLIST

### DAILY

- Wipe down office equipment
- Disinfect commonly touched surfaces
- Vacuum and mop the floor
- Sanitize restroom surfaces
- Wipe down kitchen surfaces

### WEEKLY

- Dust all surfaces, including shelves, and desks
- Clean windows and glass doors
- Vacuum and sweep the floor
- Disinfect elevator interiors and buttons
- Clean conference room tables and chairs

### MONTHLY

- Vacuum clean upholstery and curtains
- Wipe down baseboards, vents, and ceiling fans
- Clean stainless steel surfaces.
- Deep clean carpets and rugs
- Inspect and replace light bulbs

### YEARLY

- Deep cleaning the entire office space
- Clean and dust light fixtures
- Shampoo clean upholstered furniture
- Disinfect air vents and ducts
- Disinfect office blinds and curtains

# Guide To Office Cleaning

**Ensheng Dong**



## **Guide To Office Cleaning:**

## The Enigmatic Realm of **Guide To Office Cleaning**: Unleashing the Language is Inner Magic

In a fast-paced digital era where connections and knowledge intertwine, the enigmatic realm of language reveals its inherent magic. Its capacity to stir emotions, ignite contemplation, and catalyze profound transformations is nothing in short supply of extraordinary. Within the captivating pages of **Guide To Office Cleaning** a literary masterpiece penned by a renowned author, readers embark on a transformative journey, unlocking the secrets and untapped potential embedded within each word. In this evaluation, we shall explore the book's core themes, assess its distinct writing style, and delve into its lasting impact on the hearts and minds of those that partake in its reading experience.

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