



Experience you can click on!

OFFICE CLEANING CHECKLIST

GENERAL OFFICE AREA

- Clean interior/exterior front door
- Vacuum all carpeted areas
- Vacuum & mop floor/hard surfaces
- Dust/polish furniture
- Remove cobwebs
- Dust window sills
- Dust light fixtures
- Lightly dust blinds
- Dust baseboards
- Vacuum & clean hard surface stairs
- Empty and re-line trash
- Wipe down computer monitors

OFFICE BATHROOM AREA

- Clean/disinfect interior/exterior toilet
- Clean disinfect counter/sink
- Clean mirrors
- Sweep/mop/disinfect floors
- Refill hand soap and paper towels
- Restock toilet paper
- Help reorder/buy supplies
- Empty and reline trash

Other

Other

Comments

Customer Name:

Housekeeper Name:

Start Time:

Date:

OFFICE KITCHEN

- Clean all countertops
- Clean outside of refrigerator
- Clean outside of dishwasher
- Wipe off coffee maker & toaster
- Clean sink and faucets
- Clean inside/outside of microwave
- Wipe off outside cabinets
- Empty and reline trash
- Wipe off table and chairs
- Sweep and mop floor
- Replace paper towels

ENTRANCE RECEPTION AREA & CONFERENCE ROOM

- Entrance doors cleaned
- Receptionist partitions cleaned from finger prints and smudges
- Clean mirrors / pictures dusted
- Sweep/mop/disinfect floors
- Magazines arranged
- Receptionist desk and furniture dusted
- Empty and reline trash

MEDICAL EXAM ROOMS For Doctors Offices Only

- Exam tables cleaned
- Supplies Replenished
- Sweep/mop/disinfect floors
- Empty and reline trash
- Sinks cleaned /chrome Polished

Customer Signature:

Thank You FOR YOUR BUSINESS!

www.eMaidSinc.com

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