



Exceptional Cleaning Products, Equipment & Support

Spring Cleaning Checklist

OFFICE

- Dust ceiling and corners
- Dust fixtures and ledges
- Check and replace lightbulbs
- Wipe and disinfect doorknobs
- Wipe and disinfect equipment
(phones, printers, photocopiers, keyboards)
- Wipe and disinfect water cooler
- Wipe walls and doors
- Clean glass surfaces
- Wipe down chairs
- Spot treat carpet
- Vacuum carpeting and mats
- Remove salt stains (carpet and floors)
- Mop and wax floors
- Clean and disinfect all garbage
and recycling bins

WASHROOM

- Check dispensers for repairs
- Check and replace lightbulbs
- Apply cleanser to toilets and sinks
(let sit while you're doing everything else)
- Dust ceiling, corners and fixtures
- Clean glass surfaces
- Wipe dispensers clean
- Sweep or vacuum floor
- Scrub floor and tile
- Scrub toilets and sinks
- Mop floors

BREAK ROOM

- Check dispensers for repairs
- Check and replace lightbulbs
- Dust ceiling, corners and fixtures
- Wipe counters and tables
- Wipe chairs
- Clean sink
- Wipe down appliances
- Clean out fridge and freezer
- Sweep floors
- Mop and wax floors

