



# CLEANING SERVICES

## Office/Corporates/personal office space

### Lobby/Office/Halls/Conference Rooms:

- Dust all furniture, including desks, chairs and tables
  - Spot clean desktops
- Dust all exposed cabinets, bookcases and shelves
  - Sust, clean and sanitize all telephones
- Dust windowsills, ledges, moldings, shelves, picture frames, artwork, vents
- Spot clean reception lobby glass, including front doors, and any entry doors
- Vacuum carpeted floors, sweep and mop all hardwood/laminate floors
  - Vacuum furniture, spot clean as needed
  - Empty trash cans
- Interior window cleaning (up to 10ft high)

### Stairs/Landings:

- Sweep and vacuum stairs
- Wipe down all railings

### Restrooms:

- Wash and disinfect all fixtures, sinks, urinals, toilet bowls and seats (both sides)
  - Wash and polish all mirrors
- Wash and disinfect all faucets, and handles
  - Empty trash cans
- Sweep, mop and disinfect hard floors
  - Clean and disinfect tile walls
- Refill all soap dispensers, paper towels and bathroom supplies
- Empty all containers and disposals, insert liners

### Break Room/Kitchen:

- Damp clean and sanitize tabletops, seats, counters, cabinet faces and appliances
- Damp clean and sanitize light switches, handles, faucets
  - Spot clean walls, interior glass, doors
  - Dust all surfaces
- Sweep, mop and disinfect hard floors

A CLEANER SLATE CLEANING