



OFFICE CLEANING CHECKLIST



MOLLY MAID[®]

a neighborly company

A clean and tidy workspace promotes comfort and clarity of mind, which ultimately improves productivity and the quality of work. Print out this office cleaning checklist to ensure that every corner of your office gets the attention it needs.

Person Responsible

Cleaning Assignments

Clear the clutter

Recycle, throw it away or put it back where it belongs.

Dust away

Wipe dust from common areas with a damp microfiber cloth or paper towel.

Glass duty

Spray a towel with glass cleaner and wipe away smudges.

Disinfect

Hit all hard surfaces with sanitizing spray and a clean microfiber cloth.

Clear the cobwebs

Use a microfiber cloth to remove cobwebs from every corner of the office.

Empty the fridge

Throw away old food and drinks to create more space.

Wipe-down kitchenware

Clean cups, plates and appliances with warm water and soap.

Restroom duty

Scrub the toilet; refill soap and paper dispensers.

Empty trash/recycling bins

Properly dispose of trash bags and recyclables.

Vacuum/sweep/mop

Clear the dirt and debris off the floors (and furniture).

Your colleagues will appreciate their new clean work environment. If your workplace is still struggling to sparkle—or if the problem is following you home—[contact your local Molly Maid](#) to discuss a custom cleaning plan that fits your needs, schedules and budget. Let us handle the cleaning while you get down to business.

1.800.MOLLYMAID
www.MollyMaid.com