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OFFICE CLEANING CHECKLIST

WEEKLY

Reception Area

Your reception area represents your customer's first impression. You want it to always be bright, clean and inviting. Every individual needs a clean work environment. A well organized and clean workplace helps to make everyone more productive. Cleaning tasks for the reception area and office spaces include:

- Empty waste receptacles and replace liners and wash as needed
- Vacuum all carpets and mats
- Vacuum all hard floors
- Dust all horizontal surfaces of desks, chairs, tables and other furniture
- Damp wipe all horizontal surfaces with disinfectant
- Mop all hard floors with disinfectant cleaner
- Remove cobwebs from front entry and immediate surrounding areas
- Remove fingerprints and marks from around light switches, glass doors and mirrors
- Spot clean walls and painted surface
- Collect all garbage, papers, bottles etc. from front entrance
- Ensure all areas are clean & arranged neatly

Kitchen/Break Room & Washroom

A clean and sanitized washroom is a must in any working environment to ensure safety and reduce the risk of spreading germs. Same thing goes for a kitchen or break room where employees eat. It is imperative that this space be clean and sanitary even if no food preparation is done there.

- Stock toilet tissue, hand towels, facial tissues and hand soap
- Empty waste receptacles and wipe if needed and replace bin liners as required
- Clean and polish mirrors
- Wipe hand towel dispensers/hand dryers
- Wipe down doors and sills – remove all dust and prints
- Clean and sanitize all basins
- Dust partitions, tops of mirrors and frames
- Remove splash marks from walls and partitions around basins
- Mop clean restroom and kitchen floors with disinfectant cleaner after vacuuming
- Remove garbage from all areas
- Toilets and urinals to be cleaned and disinfected on both sides and disinfected/sanitized and wiped dry

ONCE EACH MONTH

- Vacuum vents and chairs
- Dust/damp wipe desks, keyboards & phones and sanitize
- Clean outside of kitchen appliances