

SLIM Fixin's **LOVES** spring cleaning. It's an opportunity to let some fresh air in, and make our offices & working spaces clean, happy and efficient spaces.

SLIM is sharing his [Thorough OFFICE Spring Cleaning Check List](#) with you!

Need help? Give us a call!

Spring is all about starting fresh, which is why it's also the traditional time for a major cleanup. Whether spring marks recovery time after winter or the prelude to your busy summer, it's time to rejuvenate the office with some intense cleaning and refreshing!

DESK by DESK

Encourage everyone to clean their own workstation. Allocate time, and provide the materials they'll need...

- ✓ Sanitizing wipes to clean: desks, armrests, phones & keyboards
- ✓ Microfiber Cloths to clean: electronic devices
- ✓ Brushes & Electrostatic Dusters: for nooks and crannies
- ✓ Disposable Gloves

The Break Room

Set a day to clean the break room. Consider organizing small teams with different tasks, or reward a few volunteers for taking on the responsibility. Tasks can include:

- ✓ Emptying the fridge of expired perishables and cleaning it
- ✓ Cleaning the microwave of cooked-on food splatters
- ✓ Cleaning the COFFEE MAKER

You'll need sponges, scouring pads, all – purpose cleaners...and did you see SLIM Fixin's lemon trick on our Facebook page??? www.facebook.com/slimfixin

The Virtual Cleanup

Don't overlook the importance of a virtual cleanup. Start by considering the following:

- ✓ Reorganize the filters and folders in your email program so incoming mail automatically goes where it should
- ✓ Purge your system of files and programs you seldom use - *be sure to check your company's document retention policies first*
- ✓ Back up old files to the cloud, or a high-capacity external drive - *be sure to check your company's policies before you back-up information in these ways*
- ✓ Change your passwords

