

CHECKLIST — OFFICE CLEANING

◆ WORK AREAS

- Clean desks and accessible surfaces
- Clean meeting tables
- Clean exterior of cabinets and filing units
- Clean switches and door handles
- Remove visible dust

◆ COMMON AREAS

- Clean reception area
- Clean hallways and walkways
- Vacuum and mop floors
- Clean visible skirting boards
- Clean doors and frames

◆ BATHROOMS

- Clean and disinfect toilets
- Clean sinks and taps
- Clean mirrors
- Clean showers (if applicable)
- Refill toilet paper (if provided by client)

◆ KITCHENS / KITCHENETTES

- Clean worktops
- Clean exterior of appliances
- Clean sink
- Clean tables
- Clean exterior of cupboards

◆ WASTE

- Empty bins
- Replace bin liners (if provided by client)

NOT INCLUDED

- Interior of drawers or filing cabinets
- Cleaning documents or electronic equipment
- Post-construction cleaning

**This checklist is provided as a comprehensive guideline of our standard cleaning service. The completion of all listed tasks may vary depending on the size and condition of the property, the time allocated for the service, and any specific priorities requested by the client.

Where particular areas are requested to be prioritised, our team will focus accordingly, and certain tasks within this checklist may be deferred to a future visit.