

# General Office Clean

## KITCHEN / BREAKROOM

(If Applicable)

- Clean cabinet & drawer exteriors
- Clean counters and backsplash
- Dishes in sink hand-washed or loaded into dishwasher
- Sink & Faucet cleaned
- Clean oven & refrigerator exteriors
- Wipe down tables & chairs
- Remove trash & replace bag
- Sweep & mop or vacuum floor

## MAIN AREA / RECEPTION

- Dust blinds
- Wipe down/dust picture frames
- Wipe down/dust mirrors
- Wipe down/dust furniture
- Clean glass on front door
- Tidy up room
- Remove trash and replace bag
- Vacuum/Wash stairs and floors

## INDIVIDUAL OFFICES

- Dust blinds
- Wipe down/dust picture frames
- Wipe down/dust mirrors
- Wipe down/dust furniture
- Tidy up room

## BATHROOMS

- Dust light fixtures
- Clean cabinet & drawer exteriors
- Sinks & Faucets cleaned
- Vanity tops cleaned
- Mirrors cleaned
- Toilet seats & bowls scrubbed clean
- Remove trash & replace bag
- Sweep & mop floor

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FREE IN-OFFICE CONSULTATION!**

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