

# TASK LIST Office Cleaning

Cleaning Services | Office Cleaning | TASK LIST

## GENERAL OFFICE AREAS

### LOBBY/ FRONT DESK

- Empty Waste Paper Bins
- Wipe Window Sills/ Skirting Boards/ Polish Light Switches
- Dust/ Wipe all Office Furniture Including Pictures and Office/ Computer Equipment
- Clean Doors of Finger Marks
- Vacuum/ Dust Sofas, Armchairs
- Vacuum Floor Including Under Desks and Chairs
- Mop Floor/ if Required
- Water Indoor Plants
- Clean Windows In/ Outside
- Carpet Cleanin

- Empty Rubbish Bins
- Clean Counter/ Reception Area
- Clean Office/ Computer Equipment
- Lobby/ Front Desk: Clean Office/ Computer Equipment
- Vacuum Carpet
- Mop Floor/ If Required/
- Water Indoor Plants
- Clean Windows In/ Outside
- Carpet Cleaning

## TOILET AND BATHROOM AREAS

## KITCHEN/ VENDING AREAS

- Clean Tiles, Shower and Polish Shower Taps
  - Clean Glass Walls and Surfaces
  - Clean Mirrors
  - Clean Sinks
  - Clean Toilets
  - Clean Automatic Hand Dryer
  - Wipe/ Polish Light Switches
  - Empty Rubbish Bins
  - Replace Toilet Paper
  - Replace Hand Towels
  - Fill Soap Dispensers
- 
- Clean Hob
  - Wipe Outside Cupboards
  - Clean In-and-Outside Microwave
  - Clean In Fridge
  - Clean Out Fridge
  - Clean In-and-Outside Oven
  - Wipe Dishwasher
  - Wipe Clean Kitchen Appliances
  - Wipe Rubbish Bin and Change Rubbish Bag
  - Wipe Worktops
  - Wash Up/ Load Dishwasher
  - Clean Sink and Wipe and Shine Taps
  - Wipe Light Switches
  - Clean Skirting

- Sweep/ Vacuum Floor
- Mop Floor/ If Required/

To book your cleaning service please click [here](#).

Price: £9.00 per hour per person.

Office Cleaning