

OFFICE CLEANING

CHECKLIST

DAILY

- ☒ Wipe down office equipment
- ☒ Disinfect commonly touched surfaces
- ☒ Vacuum and mop the floor
- ☒ Sanitize restroom surfaces
- ☒ Wipe down kitchen surfaces

WEEKLY

- ☒ Dust all surfaces, including shelves, and desks
- ☒ Clean windows and glass doors
- ☒ Vacuum and sweep the floor
- ☒ Disinfect elevator interiors and buttons
- ☒ Clean conference room tables and chairs

MONTHLY

- ☒ Vacuum clean upholstery and curtains
- ☒ Wipe down baseboards, vents, and ceiling fans
- ☒ Clean stainless steel surfaces.
- ☒ Deep clean carpets and rugs
- ☒ Inspect and replace light bulbs

YEARLY

- ☒ Deep cleaning the entire office space
- ☒ Clean and dust light fixtures
- ☒ Shampoo clean upholstered furniture
- ☒ Disinfect air vents and ducts
- ☒ Disinfect office blinds and curtains

Office Cleaning Checklist

M Carnoy



Office Cleaning Checklist:

Office Cleaning Checklist: Bestsellers in 2023 The year 2023 has witnessed a noteworthy surge in literary brilliance, with numerous compelling novels captivating the hearts of readers worldwide. Lets delve into the realm of bestselling books, exploring the captivating narratives that have charmed audiences this year. The Must-Read : Colleen Hoover's "It Ends with Us" This heartfelt tale of love, loss, and resilience has gripped readers with its raw and emotional exploration of domestic abuse. Hoover skillfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can succeed. Uncover the Best : Taylor Jenkins Reid's "The Seven Husbands of Evelyn Hugo" This intriguing historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reid's captivating storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Office Cleaning Checklist : Delia Owens' "Where the Crawdads Sing" This captivating coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens weaves a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These top-selling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of engaging stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a brilliant and suspenseful novel that will keep you guessing until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

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