

# DAILY OFFICE CLEANING CHECKLIST

- SWEEP ENTRANCE AND FLOORS
- VACUUM CARPETS & MOP FLOORS
- CLEAN KITCHEN MICROWAVE & CLEAN DISHES & PLATES
- SANITIZE HIGH-TOUCH AREAS (DOOR KNOBS, LIGHT SWITCHES, ETC)
- EMPTY TRASH CANS
- DISINFECT SINKS, COUNTERTOPS, AND RESTROOMS
- REFILL TISSUES, TOILET PAPER, PAPER TOWELS, AND TOWELS