



Brenda's Cleaning
(817) 479-6590

OFFICE CLEANING CHECKLIST

SUITABLE FOR SMALLER OFFICE CLEANING

COMMON AREAS GENERAL CLEANING

- Dust all surfaces, including desks, chairs, and shelves
- Wipe down all electronic devices, including computer screens, keyboards, and telephones
- Empty all trash and recycling bins
- Vacuum carpets and sweep or mop hard floors
- Clean all windows and glass surfaces
- Wipe down all door handles and light switches

SPECIFIC TO RESTROOMS

- Clean and sanitize all toilets and urinals
- Clean and sanitize all sinks and countertops
- Refill soap dispensers and paper towel holders
- Replenish toilet paper and tissue boxes
- Sweep and mop floors

SPECIFIC TO KITCHEN / BREAKROOM

- Clean and sanitize all countertops, sinks, and appliances
- Wipe down all cabinet doors and handles
- Clean microwave inside and out
- Empty and clean refrigerator and freezer
- Sweep and mop floors

CLIENT RECEPTION AREAS

- Dust and clean all surfaces, including reception desk, tables, and chairs
- Clean and sanitize door handles and light switches
- Vacuum carpets and sweep or mop hard floors
- Clean and polish any glass surfaces, including windows

Trust Brenda's Cleaning For:

*Home
Cleaning*

*Office
Cleaning*

*Window
Cleaning*

*Floor & Tile
Cleaning*