



Office Cleaning Checklist

- Please have staff pick up personal & business items off floors in areas we're cleaning.
- Please remove all breakables from furniture we are moving.
- Please remove chair pads if contract requires.
- If you would like us to strip and wax under furniture, please remove it from the areas that have vinyl tile.
- Please make sure we have immediate access to any areas/ rooms we are cleaning.
- Please provide phone number(s) for jobsite contact.
- If parking near the building is tight, please block off one to two spaces for our vehicle.
- Please note we clean around computers.
- Please be very careful walking from damp carpet to a hard surface as it will be slippery.
- If staff will be walking on clean carpet, have them wipe their shoes with a damp cloth to avoid tracking soil onto clean carpet.
- If the cleaners leave plastic under the furniture legs, leave them there until the carpet is completely dry.
- Inform staff what areas we will be cleaning and that the cleaners are not authorized to clean additional areas unless directed to by our contact.