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Office Cleaning Services

Daily Cleaning

All Areas

- Sweep/mop all floors, carpets, rugs and stairs
- Empty wastebaskets

Bathrooms

- Clean sinks inside and out
- Scrub toilet, including bowl, seat, lid, tank, flush handle and base
- Clean, dry, and shine all mirrors, chrome, and tile
- Damp-wipe doors and dividers
- Empty garbage

Kitchen

- Clean, dry, and shine all appliance surfaces, and sink
- Wash countertops
- Clean microwave oven inside and out, including turntable

Weekly Cleaning – in addition to the daily cleaning

All Areas

- Vacuum/mop all floors, carpets, rugs and stairs
- Dust furniture, wipe screens and telephone sets
- Clean front entrances glass doors

Bathrooms

- Wipe down doors

Kitchen

- Wash cupboards on the outside
- Wipe garbage can

Monthly Cleaning – in addition to the daily and weekly cleaning

- Dust baseboards, light fixtures, furniture, sills, shelves, blinds, and décor
- Wash doors, glass partitions
- Wipe down chairs and wipe leather furniture
- Clean inside fridge