

Office Cleaning

Monthly and on as needed basis

Wipe out sink bowl in kitchen with soft scrub

Wipe out bathroom sink bowls with soft scrub, use either Lysol or Fantastik on counter tops

Clean toilets with Lysol or Fantastik and toilet bowl with bowl cleaner in toilet holder

Clean bathroom mirrors and glass with Windex w/vinegar

Vacuum all floors (upstairs use carpet attachment) on carpets

Dust

Use Swiffer mopping cloths (there are 3 containers under kitchen sink and 2 containers in bathroom broom closet)

Use Mr. Clean Magic Eraser on side door (inside and out) and door to basement

Ideally,
This is a list that I would
like the cleaning people to
do when they come once a month.
or as needed!