

# OFFICE CLEAN

## Kitchen

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- Mop or vacuum kitchen floor;
- Dust and vacuum kitchen area rug(s);
- Clean and disinfect kitchen countertops and backsplash;
- Clean kitchen doors, including glass doors (inside and out);
- Scrub and sanitize the kitchen sink and faucet;
- Clean the top surface of all appliances, including stove, hood, and dishwasher;
- Clean the microwave inside and out;
- Clean the fridge exterior and maintain the interior clean as well;
- Clean and wipe kitchen table(s) and chairs;
- Remove all spider webs in corners;
- Clean and wipe kitchen cabinets (outside);
- Clean and wipe window sills;
- Empty trash cans and wastebaskets;
- Dust baseboards.

## Bathroom

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- Clean and sanitize toilets;
- Clean bathroom cabinet exteriors;
- Clean and sanitize bathroom sinks and faucets;
- Clean and sanitize tubs and shower enclosures;
- Clean and wipe bathroom mirrors;

- Empty wastebaskets;
- Remove all spider webs in corners;
- Sanitize and vacuum/mop bathroom floors;
- Dust baseboards.

## Offices and Waiting Rooms

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- Dust and wipe all surfaces;
- Vacuum rugs;
- Vacuum and mop floors;
- Clean doors and door handles;
- Remove spider webs in corners;
- Vacuum carpeted areas;
- Vacuum sofas;
- Clean chairs;
- Clean all mirrors;
- Clean window sills;
- Dust baseboards.

## Hallways

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- Vacuum and mop floors;
- Clean doors and door handles;
- Dust baseboards.