



# OFFICE SPRING CLEANING CHECKLIST

## GENERAL AREAS/ITEMS:

- Stairwells
- Walls
- Baseboards
- Light switches
- Carpet extraction
- Floor waxing and polishing
- Grout cleaning
- Light covers and lenses
- Dust ceilings and corners
- Air vent covers
- Windows and doors
- Dust and mop behind furniture
- \_\_\_\_\_
- \_\_\_\_\_

## WASHROOMS

- Descal and polish fixtures
- Wipe down stalls and doors
- Disinfect toilet paper dispensers
- Disinfect paper towel dispensers
- Disinfect toilet bowl bases
- Disinfect urinals
- Disinfect receptacles
- \_\_\_\_\_
- \_\_\_\_\_

## MISCELLANEOUS ITEMS

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## KITCHEN:

- Mop behind appliances
- Vacuum refrigerator coils
- Empty fridge
- Wipe out drawers
- Wipe our cupboards
- Disinfect waste receptacles
- Wipe walls behind receptacles
- Wipe down furniture
- Wipe down cabinets
- Disinfect cabinet handles
- Sanitize counter top appliances
- \_\_\_\_\_
- \_\_\_\_\_

## WORKSPACES

- Wipe down desks
- Clean handles and knobs
- Wipe out desk drawers
- Disinfect regularly used items
- Dust and mop behind furniture
- Disinfect phone
- \_\_\_\_\_
- \_\_\_\_\_

**Need help with any or all of the  
items on your list?  
Contact your local Jani-King**

[www.janiking.ca](http://www.janiking.ca) | 1.800.565.1873