

Cleaning Checklist ✓

- Wipe down desks with a microfiber cloth.
- Vacuum floors.
- Wipe computer screens.
- Dust shelves, keyboards, and other areas that collect debris.
- Clean windows near desks.
- Disinfect key tools (computer mice, staplers, or any common tools that many people use).
- Discard all trash, and take out the trash/recycling.
- Clean appliances (coffee makers, toasters, microwave, etc).
- Refresh all supplies (like napkins, coffee filters, etc.).