



## Office Cleaning Checklist

### Entrance / Reception / Office areas

- Cobwebs: remove
- Bins: remove rubbish and replace liners Floor, carpets, mats: sweep / mop / Hoover
- Desks, tables and horizontal surfaces: wipe down
- Chairs and upholstery: Hoover
- Light switches and sockets: wipe down
- Doors and frames: wipe down interior and exterior
- Glass doors and mirrors: spot clean and polish
- Skirting: wipe down
- Rubbish, papers and empty bottles: collect and throw away
- Double check areas: ensure that the areas is tidied up and clean

### Toilet and Bathroom areas

- Rubbish bins: empty and wipe down the bins
- Mirrors: spot clean and polish
- Cabinet covers and hand dryers: wipe down / polish
- Doors and frames: wipe down interior and exterior
- Toilets and Urinals: clean and disinfect exterior and interior

- Basins and walls around it: clean and sanitise
- Mirrors and frames: wipe down and clean spot free
- Floors: clean / mop / sanitise



# DIAMOND CLEANING

Brighton 01273468109

155 Arundel Road, Peacehaven, East  
Sussex, BN10 8HU

diamond.domestic@hotmail.com

**Brighton** : 01273 468109  
**Worthing** : 01903 890871  
**Eastbourne** : 01323 810588  
**Mobile** : 07855992266

Facebook

**Diamond Domestic Cleaning Services  
Ltd**

Company Reg. Number: 7057677  
Registered in England and Wales as a  
Limited Company