

Workplace Weekly Cleaning Checklist

Date:

WEEK 1
WEEK 2
WEEK 3
WEEK 4

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Disinfect all working surfaces such as office desks, computer keyboards, monitors, shared phones, screens.

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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Thoroughly clean windows and entryways.

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Empty and sanitise all bins and clean with disinfectant.

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Buff, disinfect and polish all hard floor surfaces and conference tables.

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Empty kitchen fridge and thoroughly disinfect.

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Workplace Monthly Cleaning Checklist

Vacuum all vents.

<input checked="" type="checkbox"/>

Dust all high surfaces.

<input checked="" type="checkbox"/>

Vacuum all fabric office chairs and visitor chairs.

<input checked="" type="checkbox"/>

Vacuum and deep clean commonly touched surface areas.

<input checked="" type="checkbox"/>
