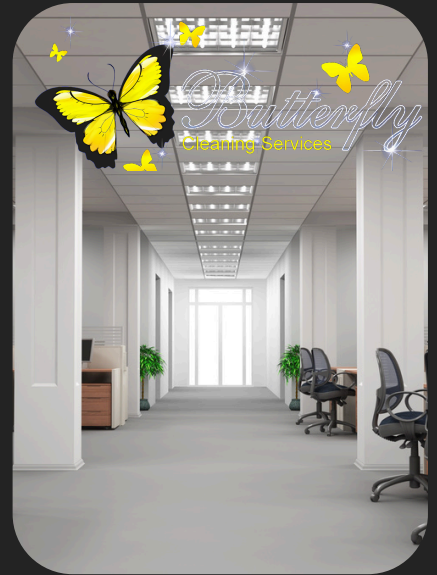


Office Cleaning Checklist



Daily Tasks

- Clean entryway and reception area.
- Wipe desks and high-touch surfaces.
- Empty trash and replace liners.
- Vacuum or mop floors.
- Sanitize restrooms (toilets, sinks, and mirrors).
- Clean breakroom surfaces and appliances.



Weekly Tasks

- Dust all surfaces (vents, shelves, picture frames).
- Deep clean restrooms and grout.
- Clean refrigerator and sanitize handles.
- Steam clean carpets or mop hard floors.



Submit this
checklist to
the link below

butterflycleaningservices.com

Tel: 604-781-4374

Email: hello@ButterflyCleaningServices.com

Website: butterflycleaningservices.com