


<b>SPRING CLEANING CHECKLIST FOR YOUR OFFICE</b>	<b>DONE</b> 
<b>REMOVE CLUTTER</b>	
Paper	
Magazines	
Unwanted/Broken Stationary	
Boxes	
<b>CREATE FILING SYSTEM</b>	
<b>DUST</b>	
Desk, chairs tables and other furniture	
Doors and Windows	
Air-conditioning	
Pictures	
All Electronic Equipment(e.g. phone, computer, printer)	
<b>VACUUM</b>	
All carpets and upholstery	
Under desks, printer and other movable objects	
<b>SPRING CLEANING</b>	
Damp wipe all horizontal surfaces with appropriate cleaning detergent	
Damp wipe all cupboards, chairs, desks with appropriate cleaning detergent	
Mop all hard floors with cleaning disinfectant	
Disinfect phone and other equipment with cleaning disinfectant	