**Office, Lobby, Conference Room:**

🞎 Dust all horizontal surfaces

🞎 Dust & sanitize office electronics  
🞎 Dust blinds and sills  
🞎 Dust all furniture, pictures and lamps   
🞎 Sanitize trash, empty & replace liners  
🞎 Vacuum / mop floors

🞎 Vacuum upholstered furniture  
🞎 Sanitize glass doors

🞎 Wipe Interior windows

🞎 Clean drinking fountain/water cooler

🞎 Organize miscellaneous items

**Restrooms:**

🞎 Sanitize toilets & urinals (behind as well)  
🞎 Sanitize & polish sinks / basins  
🞎 Sanitize mirrors  
🞎 Sanitize counter tops   
🞎 Polish towel cabinet covers  
🞎 Sanitize trash, empty & replace liners   
🞎 Remove watermarks from walls  
🞎 Sanitize door knobs   
🞎 Disinfect floors

🞎 Wipe Interior windows

🞎 Stock towels, tissue, and hand soap (additional charges may apply)

**Lunch / Breakrooms:**

🞎 Sanitize counters, tables, and chairs  
🞎 Sanitize trash, empty & replace liners

🞎 Sanitize sinks

🞎 Sanitize door knobs and light switches

🞎 Clean drinking fountain/water cooler

🞎 Spot clean cabinets

🞎 Wipe Interior windows

🞎 Organize miscellaneous items

**Halls & Stairwells / Entryways:**  
🞎 Vacuum / Sweep & Mop Floors

🞎 Sanitize glass doors

🞎 Dust pictures and light fixtures

🞎 Wipe Interior windows

🞎 Spot clean walls

**Special Requests:**

🞎 Stock items (towels, soaps, etc.)

🞎 Wipe down & organize outdoor furniture

🞎 Laundry service

🞎 Refill soaps / detergents

🞎 Replace air filters / plug-ins