**OFFICE CLEANING CHECKLIST**

**Cleanit Terrefraiche LLC**

200 Barr Harbor Drive, West Conshohocken, PA, 19428 / info@terrefraiche.com / (610)267-9347

Prepared by: …

Date: MM/DD/YYYY

Prepared for: …

Client Address: …

Phone: …

Email: …

Please put a checkmark under the Done column after completion of tasks.

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| **DONE** | **AREA** | **STATUS** |
|  | Clean and disinfect all bathrooms. |  |
|  | Clean and disinfect inside and outside of toilets. |  |
|  | Clean mirror, countertop, and edges in the bathroom. |  |
|  | Disinfect all sinks. |  |
|  | Wipe paper towel dispenser, wipe doors, wipe door handle's inside and outside and light switches. |  |
|  | Sweep and mop bathroom floors. |  |
|  | Clean, sweep and mop all general locations. |  |
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