

Business Services

	ROUTINE	DEEP
DUST AND WIPE DOWN ALL SURFACES BELOW EYE-LEVEL (DESKS, COUNTERS, SHELVES)	✓	✓
VACUUM CARPETS AND MOP FLOORS	✓	✓
CLEAN AND SANITIZE HIGH-TOUCH AREAS (DOOR HANDLES, LIGHT SWITCHES, ELEVATOR BUTTONS, AND PHONES)	✓	✓
EMPTY ALL TRASH AND RECYCLING BINS	✓	✓
BATHROOMS: TOILET, SINK, MIRRORS, FLOORS, AND REFILL DISPENSERS	✓	✓
KITCHEN AND BREAKROOM: COUNTERS & EXTERIOR OF APPLIANCES	✓	✓
SPOT CLEAN WINDOWS AND GLASS PARTITIONS	✓	✓
RESTOCK TOILET PAPER, PAPER TOWELS, AND HAND SOAP (IF PROVIDED BY CLIENT)	✓	✓
CLEAN INSIDE REFRIGERATOR, OVEN, AND MICROWAVE		✓
SPOT CLEAN BASEBOARDS, TRIM, AND DOORS		✓
WASH WINDOWS AND WINDOW SILLS (INSIDE)		✓