



## How it Works, The Process

# OFFICE CLEANING

*Office Cleaning is crucial to the success of any business or company. A clean workspace leads to happier employees and happy employees do much better work than unhappy employees. Not only that, but a professional cleaning service can help keep the flu virus and other illnesses at bay with the reduction of germs in the office.*

*Extreme Janitors offers a full line of janitorial services for your office building, financial institution, medical office, school, homeowner association, or shopping center. We will tailor our services to meet your needs. We offer daytime or evening services on a daily, weekly, monthly, or one-time basis.*

*Here is a basic checklist:*

### Daily Cleaning Procedures

- Empty wastebaskets, wash if necessary.
- Vacuum all carpeted flooring
- Sweep and mop all hardwood flooring with disinfectant
- Dust all surfaces to reduce chances of germs and bacteria related sickness
- Disinfect surface areas
- Wipe away fingerprints and smudges on door handles and light switches
- Polish any necessary components like brass or bright work on doors and cabinets
- Spot clean where necessary
- Stock toilet tissues, hand towels, soap, and hand sanitizer
- Clean and polish mirrors
- Mop and disinfect bathroom and kitchen flooring
- Toilets and urinals cleaned and disinfected inside and out

### Weekly Cleaning Tasks

- Buff out all hard floors
- Clean all windows

### Monthly Cleaning

- Vacuum vents and chairs

