

**Regular cleaning schedule**  
**High standards of hygiene**  
**Attention to detail**  
**Use of quality cleaning products**  
**Well-trained staff**

## **COMMON AREAS & RECEPTION**

Wipe down surfaces (desks, tables, countertops).  
Vacuum carpets.  
Sweep.  
Mop hard floors.  
Empty trash bins and replace liners.  
Dust & clean light fixtures.  
Dust furnitures.  
Clean glass doors.  
Dust & clean window blinds.

## **RESTROOMS**

Clean mirrors.  
Clean & disinfect sinks, toilets, and countertops.  
Refill soap dispensers, paper towels, & toilet paper.  
Empty trash bins.  
Mop floors and sanitize high-touch areas.

## **KITCHEN / BREAK ROOM**

Wipe down countertops, tables & chairs.  
Wipe down cabinets & appliance exteriors.  
Microwave (in/out).  
Clean & disinfect sinks & faucets.

## **WORKSPACES**

Dust and clean desks  
Bookshelves  
Cabinets (outside)  
Chairs

## **HIGH TOUCH AREAS**

Disinfect door handles  
Light switches  
Elevator buttons  
Handrails.

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