

Spring CLEANING CHECKLIST



DESK by DESK



- Dust all surfaces
- Wipe down monitor
- Disinfect phone, mouse, etc.
- Vacuum out drawers
- Throw away any trash
- Wipe down light fixtures and blinds
- Untangle, organize, and label all cords
- Wipe down chair and accessories
- Use an air canister to clean keyboards and computer vents



the BREAK ROOM



- Empty the fridge
- Clean the microwave
- Wipe down countertops
- Wipe down tables and chairs
- Wipe down all appliances
- Throw away expired food and beverages
- Run a cleaning cycle on the coffee maker
- Sweep and mop the floors



the VIRTUAL CLEANUP



- Back up old files to the cloud
- Change your passwords
- Reorganize filters and folders in your email
- Delete unused programs and apps
- Unsubscribe and set up email rules
- Organize your internet browser
- Perform a system update
- Free up disk space on your hard drive



the COMMON AREAS



- Wipe down door knobs and windows
- Empty trash cans
- Replace burned out lightbulbs
- Dust display cases
- Sweep and vacuum floors
- Tidy up and clean entryway mats