

10 minute cleaning walk-around check

to close the gap on your cleaning service contract

Office hygiene has a major impact on employee health, happiness and productivity. Although this should be enough reason to put office hygiene high on the agenda, a 100% cleaning coverage from your service contractor is way too costly. So the question is, how do you get a clean and healthy workplace without unnecessary expenses? The good news is you can close the gap yourself! Just a weekly 10-minute walk-around prevents you from hidden breeding grounds for infections.

6 forgotten spots

Places the professional cleaning services rarely go...



Phone



Desk



Keyboard



Mouse



Elevator
button



Door handle

The walk around is intended as a weekly check-up. The office chores need to be divided between colleagues first. Explain why it's vital to spend a few minutes each to clean the office and make a schedule with the tasks per person. With the weekly check-up your office will shine like never before!

Establish an office cleaning challenge

getting all employees engaged and involved in keeping the workspace clean and hygienic!



Kitchen

- Clean kitchen equipment
- Clean fridge and freezer
- Wipe down kitchen surfaces
- Clear and wipe down pantry of all items
- Wash towels and dishcloths
- Descale coffee machines and kettles to remove limescale



Desks

- Dust surfaces
- Clean desk and drawers
- Turn your keyboard upside down and give it a good shake
- Sanitise phone, mouse & keyboard and spray screens
- Sort documents and archive



Inside the Office

- Clear litter at reception area
- Dust plants and water them
- Remove fallen leaves
- Clean shared devices, such as printers
- Keep emergency exits free of clutter



Outside the Office

- Clear litter at entrance
- Remove fallen leaves
- Clear smoking area
- Make sure your car park is neat & tidy
- Keep emergency exits free