



OFFICE SPRING CLEANING

Checklist

Spring is all about starting fresh, which is why it's also the traditional time for a major cleanup. Whether spring marks recovery time after winter or the prelude to your busy summer, it's time to rejuvenate the office with some intense cleaning and refreshing.



DESK *by* DESK



Encourage everyone to clean their own workstation. Allocate time, and provide the materials that they'll need:

- + **SANITIZING WIPES**
to clean desks, armrests, phones and keyboards
- + **MICROFIBER CLOTHS**
to clean electronic devices
- + **BRUSHES & ELECTROSTATIC DUSTERS**
for nooks and crannies
- + **DISPOSABLE GLOVES**
for anyone with sensitive skin



the BREAK ROOM



Set a day to clean the break room. Consider organizing small teams with different tasks, or reward a few volunteers for taking on the responsibility. Tasks can include:

- + **EMPTYING THE FRIDGE**
of expired perishables and cleaning it
- + **CLEANING THE MICROWAVE**
of cooked-on food splatters
- + **CLEANING THE COFFEE MAKER**

Supplies you can use include:



SPONGES



SCOURING PADS



ALL-PURPOSE
CLEANERS



the VIRTUAL CLEANUP



Don't overlook the importance of a virtual cleanup. Start by considering the following:

- + **REORGANIZE** the filters and folders in your email program
so incoming mail automatically goes where it should
- + **PURGE** your system of files and programs you seldom use
Be sure to check your company's document retention policies first
- + **BACK UP** old files to the cloud, or a high-capacity external drive
Be sure to check your company's policies before you back-up information in these ways
- + **CHANGE** your passwords