



Wall Chart

Daily Office Cleaning



Pick up paper and any debris on floor and throw in trash. Use proper PPE and signage.



Replace trash liners. Place trash in utility cart for disposal.



Spray and wipe trash cans with **Split! Non-Detergent Cleaner** in a Spray bottle diluted 16 oz per gallon with a microfiber cloth.



Dust vents with a microfiber dusting tool or microfiber cloth.



Spot Clean vents with **Split! Non-Detergent Cleaner** as needed.



Dust horizontal surfaces and desks where needed with a microfiber dusting tool or microfiber cloth.



Clean desks, touch areas and vertical surfaces using **Split! Non-Detergent Cleaner** in a Spray bottle.



Spot Clean glass and mirrors with **Split! Non-Detergent Cleaner** in a spray bottle and a microfiber cloth.



Go back over any glass or mirrors that are still smudged with a dry microfiber.



Vacuum all open floor surfaces, carpet and hard floors with a backpack vacuum or a commercial upright vacuum.



Spot mop any hard surface floor areas with **Split! Non-Detergent Cleaner** diluted 4 oz per gallon in a mop bucket cleaning with a microfiber floor tool and pad.



Spot Clean carpet with **Split! Carpet and Upholstery Cleaner** and a microfiber cloth. Follow spot cleaning for carpets procedures.