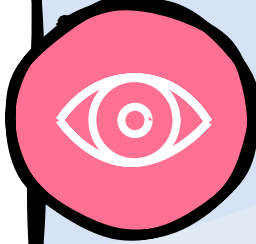


A central smartphone mockup with a blue header bar containing two white circles on the left and a white hamburger menu on the right. The main screen area is white and features a blue clock icon with a white arrow pointing counter-clockwise. Below the clock, the text "Daily Cleaning Tasks" is written in a large, bold, black font. The phone has a black shadow and a small lightning bolt icon at the top left and bottom right corners.

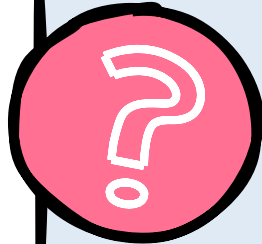
### Trash Bin Maintenance

Empty all trash bins and replace liners to maintain a clean and odor-free environment effectively.



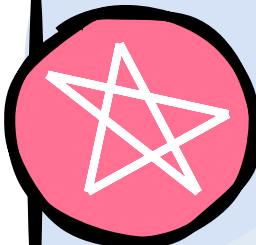
### Clean High-Touch Areas

Wipe down high-touch areas such as door handles and light switches to minimize germ spread effectively.



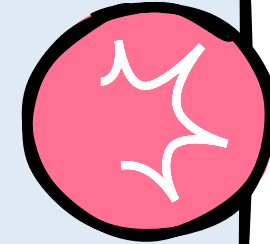
### Vacuum Carpets Thoroughly

Vacuum carpets and rugs to remove dirt and extend their life while maintaining a clean look.



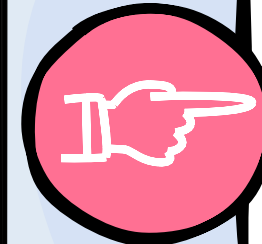
### Dust Surfaces Regularly

Dust desks, chairs, and other surfaces to prevent dust buildup and maintain a tidy workspace.



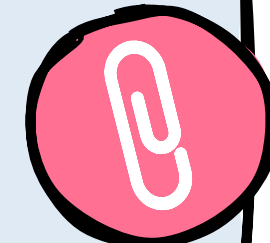
### Floor Care Routine

Sweep and mop hard floors to prevent dirt accumulation and preserve their appearance and cleanliness.



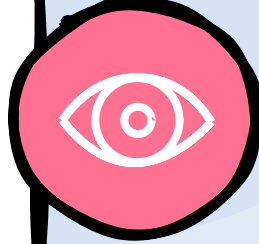
### Breakroom Disinfection

Disinfect breakroom tables and countertops to ensure a hygienic area for eating and food preparation.



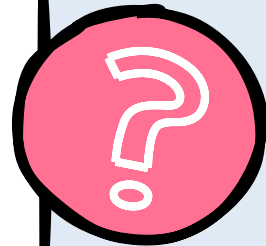
### Deep Clean Restrooms

Thoroughly scrub restroom tiles and grout to remove dirt and bacteria buildup, ensuring a hygienic space.



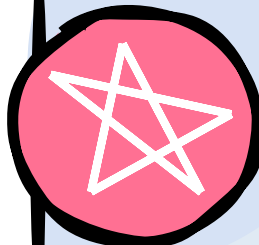
### Clean Glass Doors

Polish interior glass doors and partitions to maintain cleanliness and clear visibility in the office space.

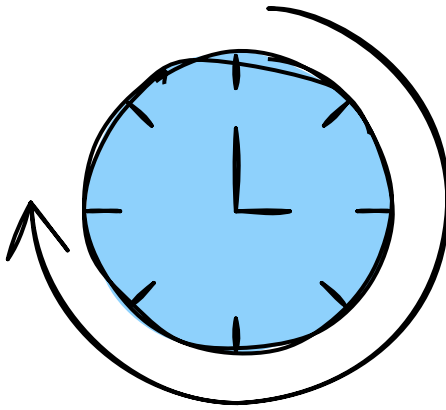


### Sanitize Furniture

Disinfect chairs and upholstered furniture to prevent the spread of germs and maintain a clean environment.

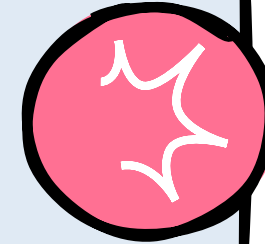


# Weekly Cleaning Tasks



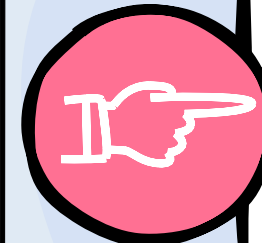
### Dust and Wipe Blinds

Remove dust from blinds, windowsills, and baseboards for a fresher environment and improved air quality.



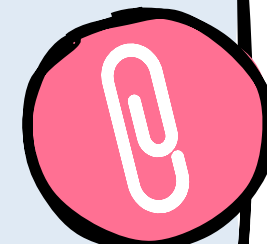
### Reorganize Common Areas

Declutter desks and organize frequently used areas for better productivity and a tidy appearance.



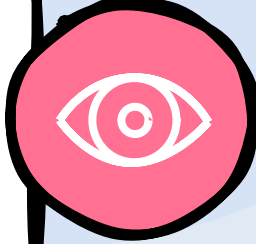
### Restock Restroom Supplies

Ensure restrooms are fully stocked with essentials like toilet paper, soap, and hand towels for convenience.



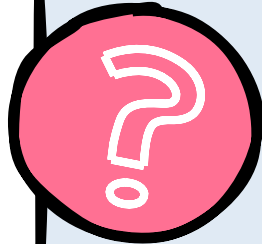
### Air Vents Maintenance

Vacuumping air vents enhances air quality by removing dust and allergens, ensuring a healthier indoor environment.



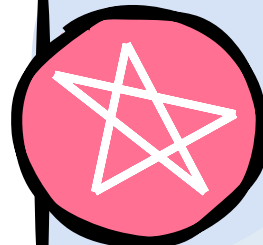
### Window Cleaning

Washing windows, inside and out, provides clearer views and allows more natural light into the space.

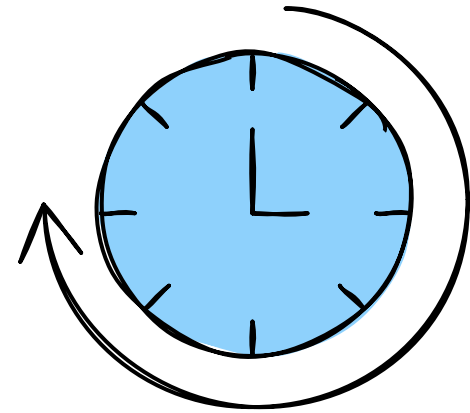


### Carpet Deep Cleaning

Deep-cleaning or professional carpet cleaning removes embedded dirt, extending carpet life and maintaining hygiene.

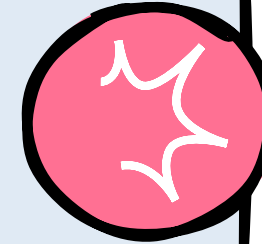


# Monthly Cleaning Tasks



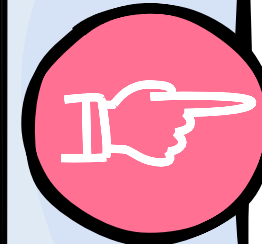
### Dust Light Fixtures

Cleaning light fixtures regularly prevents dust buildup, improving lighting efficiency and prolonging their lifespan.



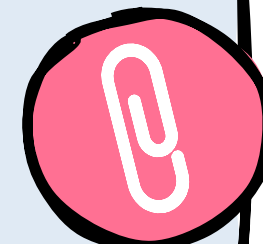
### Office Supplies Check

Inspecting and replacing damaged office supplies keeps the work environment organized and efficient.



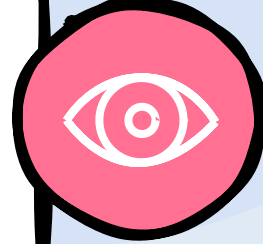
### Polish Floors

Routine polishing restores floors' shine, preventing scratches and maintaining their aesthetic appeal.



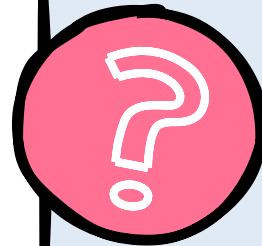
### Check HVAC Filters

Inspect HVAC filters quarterly and replace them if dirty to maintain air quality and system efficiency.



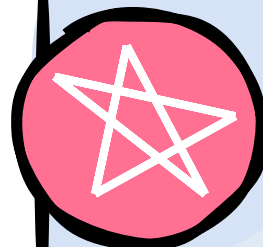
### Pest Control Inspection

Look for signs of pest infestations and address any issues to prevent property damage and health risks.

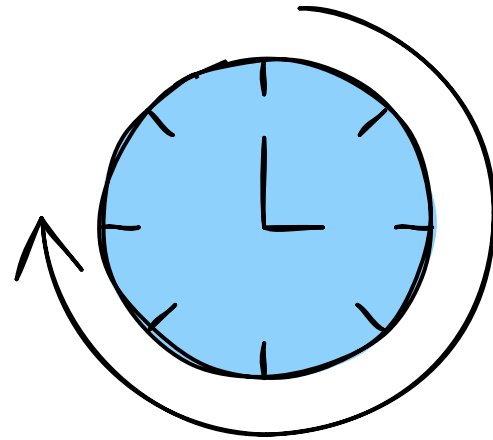


### Clean Shared Fridges

Regularly clean shared refrigerators to remove expired items and prevent odors and bacteria growth.

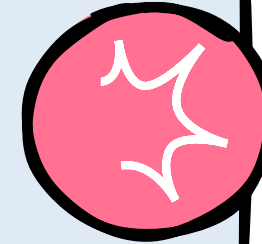


## Quarterly Cleaning Checklist



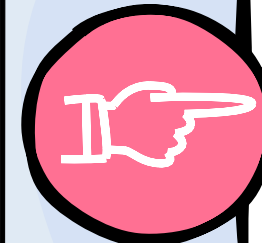
### Deep Clean Upholstery

Thoroughly vacuum and clean all upholstered furniture to remove dust, allergens, and stains effectively.



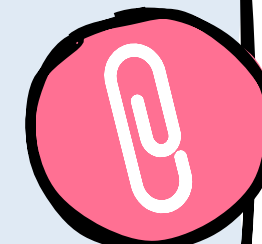
### Declutter Storage Areas

Organize storage spaces by removing unnecessary items to create a cleaner, more functional space.



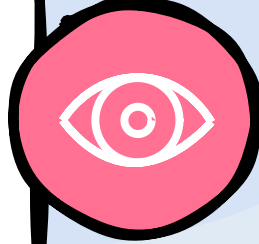
### Organize Breakroom Cabinets

Sort and clean breakroom cabinets for easier access to supplies and a tidier communal space.



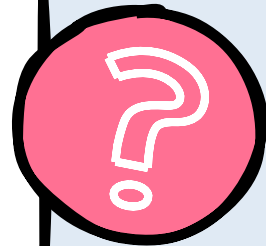
### Frequent Reception Cleaning

Reception areas require increased cleaning to handle high foot traffic and maintain a clean and welcoming environment.



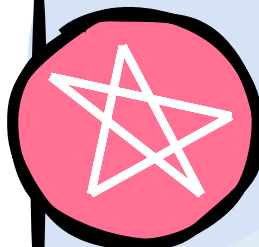
### Coffee Machine Care

Give extra attention to cleaning coffee machines to prevent germ buildup from frequent use.

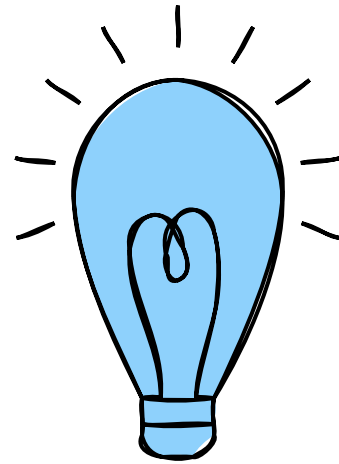


### Lobby Maintenance

Maintain cleanliness in lobby areas to present a professional and tidy appearance for visitors and employees.

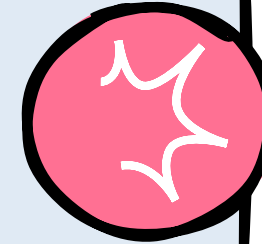


## More Cleaning Tips



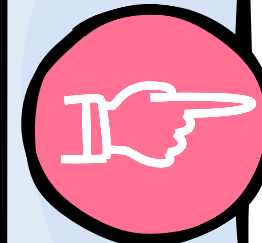
### Regular Tech Sanitization

Sanitize shared tech like phones and keyboards regularly to reduce germ spread among frequent users.



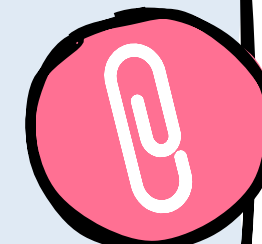
### Vending Area Sanitization

Clean vending machine surroundings regularly to ensure hygiene in high-traffic snack and beverage zones.



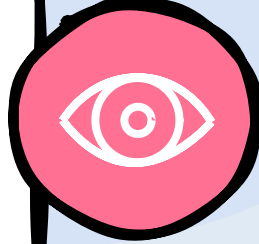
### Use Disinfectant Wipes

Employ disinfectant wipes for quick and effective cleaning of high-touch surfaces in high-traffic areas.



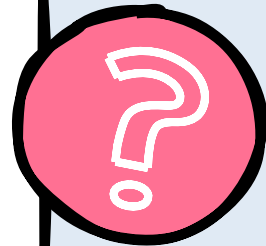
### Air Fresheners

Air fresheners release pleasant aromas, creating an inviting atmosphere and masking any lingering odors in the home.



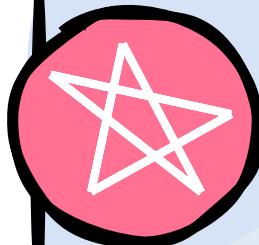
### Live Plants

Incorporating live plants can improve air quality and bring a natural element, contributing to a peaceful ambiance.



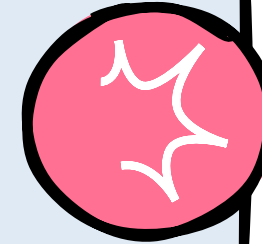
### Welcoming Atmosphere

Creating a welcoming atmosphere involves thoughtful arrangement and touches that make guests feel comfortable and at ease.



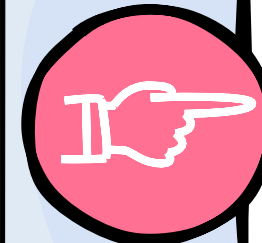
### Fresh Flowers

Placing fresh flowers in rooms adds color and a cheerful touch, instantly enhancing the welcoming appeal of the space.



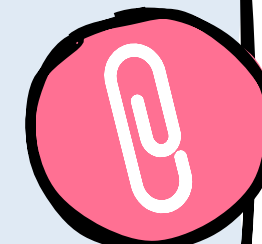
### Quick Cleaning

Having cleaning supplies handy ensures that any unexpected messes can be immediately addressed, maintaining a pristine home environment.



### Balanced Decor

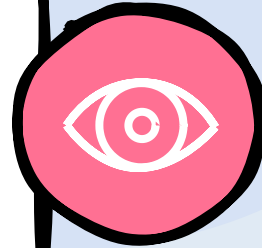
Keeping decor balanced helps in maintaining a consistent and appealing look that can attract potential buyers or visitors.



## Final Touch Ideas

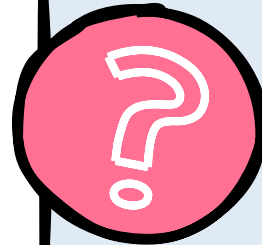
### Personalized Cleaning Services

We tailor our cleaning services to fit your unique office needs, ensuring a clean and productive work environment.



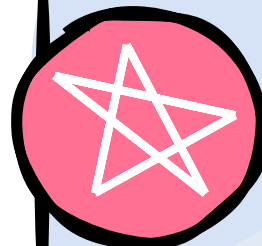
### Eco-Friendly Products

We use environmentally-friendly cleaning products to ensure a safe, clean office without harming the planet.



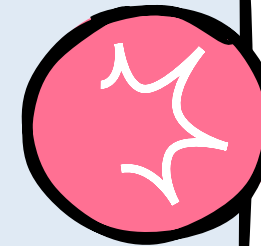
### Competitive Pricing

Our pricing is competitive, providing excellent value for professional, high-quality office cleaning services.



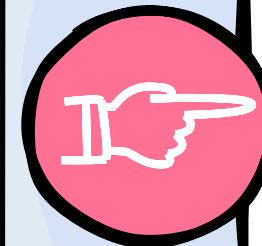
### Trained Cleaning Professionals

Our team consists of skilled professionals trained to provide the highest standard of office cleaning.



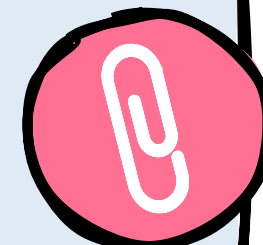
### Flexible Scheduling Options

Choose cleaning times that suit your office schedule, minimizing disruption and maximizing convenience.



### Full-Service Cleaning

We offer comprehensive cleaning services, covering every aspect of your office space for ultimate cleanliness.



Visit our website  
<https://highendcommercialcleaning.com> to  
learn more or contact us today!