



PUREVA GROUP

Office Cleaning Checklist

Site: _____

Date: _____

Cleaner(s): _____

Reception Area

- ☐ Empty bins and replace liners
 - ☐ Dust reception desk
 - ☐ Wipe reception desk and counter
 - ☐ Clean glass entrance doors
 - ☐ Remove fingerprints from glass
 - ☐ Dust skirting boards
 - ☐ Vacuum entrance mats
 - ☐ Vacuum carpets
 - ☐ Mop hard floors
 - ☐ Remove cobwebs (if required)
-