

OFFICE CLEANING WORKSHEET

Client Name: John Smith

Business Name: ABC Company

Address: 123 Main Street, Denver, CO

Daily, Weekly, Monthly Cleaning Tasks

- ☐ Empty all trash bins and replace liners
- ☐ Wipe down desks and work surfaces
- ☐ Disinfect high-touch areas (door handles, light switches)
- ☐ Wipe down chairs and armrests
- ☐ Clean glass surfaces and mirrors
- ☐ Sweep/vacuum all floors
- ☐ Mop hard floors
- ☐ Refill hand sanitizers, soap dispensers, and paper products as needed (Client supplied)
- ☐ Spot-clean walls and baseboards
- ☐ Clean bathrooms
- ☐ Clean kitchens/breakrooms

Weekly Cleaning Tasks

- ☐ Deep clean and disinfect restrooms (toilets, sinks, mirrors, and floors)
- ☐ Dust blinds, vents, and window sills
- ☐ Clean and disinfect breakroom/kitchens (wipe appliances, counters, and tables)
- ☐ Wipe and disinfect door frames and light switches
- ☐ Organize and clean reception area
- ☐ Polish and clean furniture
- ☐ Vacuum upholstered furniture

Monthly Cleaning Tasks

- ☐ Clean and disinfect trash cans
- ☐ High dusting (vents, light fixtures, shelves, ceiling fans)
- ☐ Check and replace air fresheners if needed

Special Instructions:

I _____ have finished all tasks pertaining to this cleaning worksheet on this date: _____

Notes about this week (or next week's service):

FAQ'S

OFFICE HOURS:

Our normal workdays are Monday through Friday 8:00am to 6:00pm. We do work from a schedule and recommend the same time and weekday for your cleaning to create consistency and convenience for us both.

ALARM SYSTEMS & KEYS:

It is not necessary to be there while we are cleaning. If you have an alarm, make sure we have the key code so we can disarm the alarm when we arrive, and set it again when we leave. We kindly request that clients refrain from entrusting us with keys to their office. We recommend alternative access methods such as installing a secure lock box, utilizing electronic locks, leaving the door unlocked on the scheduled cleaning day, or arranging for someone to be present during our service visits. We do charge a \$150 lockout fee if we have a confirmed appointment and can't get in.

SATISFACTION:

We aim to please. If for any reason, at any time you are not 100% complete satisfied, please call us immediately at 720-730-9202 and we will do everything in our power to resolve your concerns.

PAYMENT:

Payment is due within 15 days of service. The credit card on file will be automatically charged unless a check is selected as the preferred payment method. Payments made via credit/debit card through Stripe are secure and provide an electronic record for your records.

Checks should be mailed to:
Less Stress Home Services
19582 W. 59th Ave.
Golden, CO 80403

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