



THE ULTIMATE *Office Spring Cleaning Guide*

YOU MIGHT HOOVER AND DUST YOUR HOME WEEKLY BUT HOW OFTEN DO YOU THINK ABOUT THOROUGHLY CLEANING YOUR OFFICE WORKSPACE?

An office cleaner will do the basics like emptying the bins, but they may not clean your keyboard or tidy away your documents. To help you keep your office sparkling clean, here's a checklist and some useful step-by-step advice.

Why not print off this list and use it to blitz your own workspace?





Your Cleaning Checklist



Workstation

- Start decluttering by getting rid of unnecessary paperwork, pens that don't work, etc
- Organise loose files into drawers or folders
- Wipe down your monitors with a dry cloth
- Clean your keyboard and telephone with antibacterial wipes

Kitchen

- Clean the inside of the microwave
- Remove out of date food from fridges and cupboards
- Wipe down the kitchen work surfaces to remove crumbs or ring marks
- Wash up any cutlery and crockery at the end of the day

Conference Room

- Thoroughly clean any whiteboards
- Give the table a quick wipedown
- Tuck all the chairs under the table to make it look neat



Cleaning Those Awkward Items

Fabric office chair

Tools needed: Vacuum cleaner, cleaning foam, brush, damp cloth

1.



Step 1:

Vacuum the chair using the upholstery attachment

2.



Step 2: Spray a layer of cleaning foam over the chair, leaving it for the time indicated in the instructions

3.



Step 3: Use a brush to work the product in and allow to dry

4.



Step 4: Re-vacuum the chair and wipe the arms with a damp cloth

Cleaning Those Awkward Items

Keyboard

Tools needed: A can of compressed air, soapy water, toothbrush, knife, towel, cloth

1.



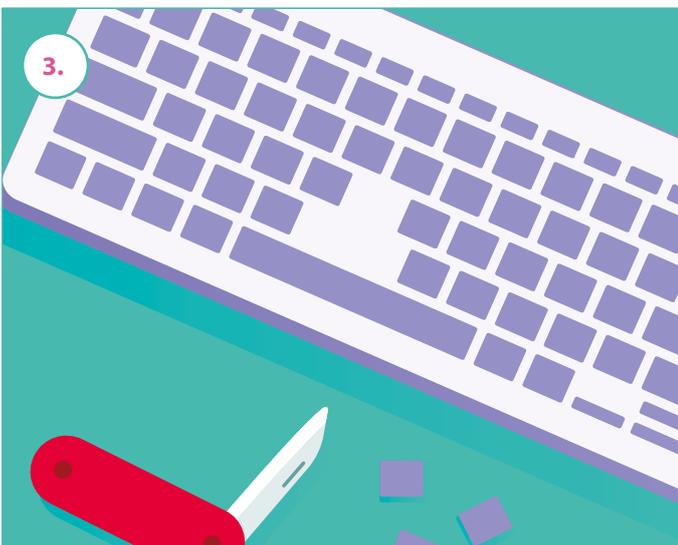
Step 1: Unplug your keyboard, turn it upside down and shake out any loose debris

2.



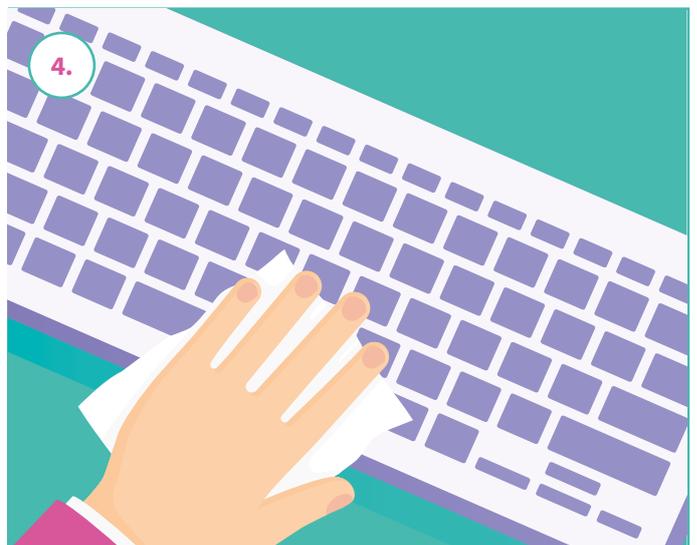
Step 2: Use the compressed air to dislodge any larger pieces that may have become stuck

3.



Step 3: Using a knife, carefully remove each key, wash them individually in soapy water and then dry them

4.



Step 4: Wipe down the keyboard with soapy water. Leave to dry and reassemble

Cleaning Those Awkward Items

Computer mouse

Tools needed: Microfibre cloth, water, toothpick

1.

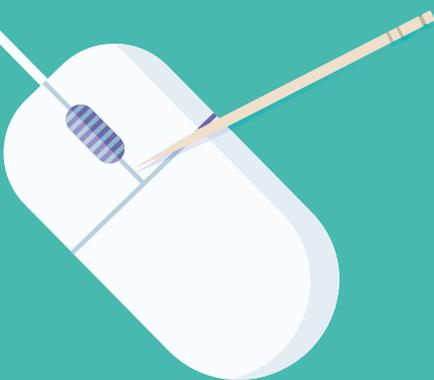


Step 1: Unplug your mouse or remove the batteries if it's wireless



Step 2: Dampen a microfibre cloth and go over the mouse with it to remove surface grime, using a different cloth to dry it

3.

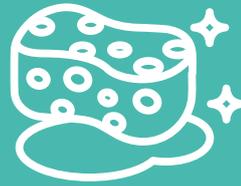


Step 3: Use a toothpick to get around the scroll wheel and in any other nooks and crannies.

4.



Step 4: Replace the batteries or plug the mouse back in



We hope these tips will get your office back to its former glory in no time! Have any tips of your own? Share them on social media using the hashtag #OfficeSpringClean.



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