



Superior Cleaning of Murray, LLC

Superior Clean, Superior Price

LIST FOR OFFICE CLEANING

Reception area and office spaces

- Empty waste receptacles and replace liners. Wash as needed.
- Vacuum all carpets and mats
- Vacuum or sweep all hard floors
- Dust all horizontal surfaces of desks, chairs, tables and other furniture
- Damp wipe all horizontal surfaces with disinfectant
- Mop all hard floors with disinfectant
- Remove cobwebs from front entry and immediate surrounding areas
- Remove fingerprints & marks from around light switches & door frames
- Clean glass doors inside and out
- Wipe all internal glass- two front windows outside
- Polish all brass and bright work on doors and cabinets
- Spot clean walls and painted surface
- Collect all garbage, papers, bottles etc. from front entrance
- Ensure all areas are clean & arranged neatly

Kitchen/Break Room & Washroom

A clean and sanitized washroom is a must in any working environment to ensure safety and reduce the risk of spreading germs. The same thought applies for a kitchen or break room where employees eat. It is imperative that this space be clean and sanitary.

- Stock toilet tissue, hand towels, facial tissues and hand soap
- Empty & wipe waste receptacles & (if needed) replace bin liners
- Clean and polish mirrors
- Wipe hand towel dispensers/hand dryers
- Wipe down doors and sills – remove all dust and prints
- Clean and sanitize all basins. Polish all bright work
- Dust partitions, tops of mirrors and frames
- Remove splash marks from walls and partitions around basins
- Mop clean restroom and kitchen floors with disinfectant
- Elevator and Stairs
- Remove garbage from all areas
- Polish all brass and bright work
- Vacuum and mop all hard floors
- Spot clean internal glass in doors

- Toilets and urinals to be cleaned and disinfected on all sides and disinfected/sanitized and wiped dry
 - Clean bowl with toilet bowl cleaner and toilet brush.
 - Using disinfectant wipe both sides of the seat.
 - Rim of the bowl.
 - Outside the bowl.
 - Base of the bowl.
 - Behind the toilet where it meets the wall.

MONTHLY CLEANING

- Wipe vents
- Mop base boards
- Wipe down chairs