

# Cleaning Tasks

## Reception/Waiting Area

### Weekly:

- Remove all items from counters & shelves (don't forget cat area)-dust/wipe down
- Clean counters & shelves with Windex Multisurface
- Swiffer mantel, fireplace, & TV's
- Swiffer light fixtures, pictures, computers, & phones
- Move items and clean reception desk
- Clean benches with Windex Multisurface
- Clean upper & lower trim, front of reception, benches, & coffee bar with Windex Multisurface
- Clean inside and outside of windows at front entrance, pet care, & grooming doors
- Sweep cobwebs and debris from porch when possible (up high and down low)

**\*\*CAUTION AROUND FROG TANK-CLEANING PRODUCTS WILL KILL\*\***

### Monthly:

- Clean door and window frame trim with Windex Multisurface
- Clean exam room and feline boarding windows
- Dust top of retail shelf
- Clean hanging pictures with Windex Multisurface
- Clean TV screens with a damp microfiber cloth-**NO CLEANING PRODUCTS!!**
- Clean fireplace glass with Windex Multisurface
- Swiffer/wipe vents
- Clean mini fridge
- Wash pillow covers

## Exam Rooms

### Weekly:

- Remove all items from counters & shelves-dust/wipe down
- Clean counters & shelves w/ **cleaner**
- Wipe down cabinets & chairs with **cleaner**
- Clean inside of sink
- Spot clean inside & outside of doors
- Clean inside of windows (rooms 2 &3)
- Remove & clean scale mat
- Report any paint dings

## **Monthly:**

- Wipe down tops of cabinets
- Clean hanging decor w/ Windex Multisurface
- Wipe out trash can cabinets
- Wipe around base of exam tables & sinks
- Clean trim around doors & windows
- Clean baseboards with Windex Multisurface; use Magic Eraser for scuffs on wood trim
- Clean inside & outside of doors
- Clean upper windows (room 1 &4)
- Clean scuffs on painted surfaces with Magic Eraser

## **Bathrooms**

### **Weekly:**

- Clean inside of toilets with bowl cleaner and brush
- Clean outside of toilets with Windex Multisurface
- Clean inside & outside of sinks with Windex Multisurface
- Clean mirrors & soap dispensers
- Remove & dust/wipe decor
- Clean shelves, door frames, window, window sill
- Thoroughly vacuum floor, baseboards, and behind/under any fixtures
- Clean baseboards with Windex Multisurface

## **Break Room**

### **Daily (use Windex Multisurface):**

- Clean inside of sink
- Clean both countertops
- Clean inside & outside of microwave
- Wipe down chairs
- Clean window
- Sweep or vacuum the floor

## **Office, Admin, Break Room, Mechanical**

**Vacuum floors and baseboards. Clean any scuffs with Windex Multisurface**