

23 Tips for Spring Cleaning the Office

Each Person with a Desk:

- Piles of Files: File important papers in the right place. Not sure where? Develop & use a system that's easy; complex is forgotten and ignored.
- Recycle or garbage the "interesting but useless" like old pens, old equipment manuals
- Open the drawer that's used for "file later" and manage it now
- Turn your keyboard upside-down and tap one corner on the desk. Strange crumbs falling out? Do that more often
- Garbage cans should have extra bags in the bottom under the bag in use.
- Now that you can see the surface of your desk, it can be cleaned

Kitchen & Eating Areas:

- Is the fridge and microwave clean inside? Use non-toxic cleaners like dish soap and water
- Gap between the fridge and counter – has anything fallen in there?
- Kitchen furniture: crumbs and spills in chairs & table sections
- The Sink & Dishwasher: Whose job is it? If everyone/no one then someone needs to get the "Kitchen Cop" role.
- Garbage can & the wall behind need disinfecting when things splash or leak

Washrooms:

- Walls in stalls
- Grit from winter streets in the corners
- Spider webs

Reception:

- Old magazines & catalogs: If it's not recent and truly useful, it's ready to recycle
- Furniture: Between cushions on couches and the seat & back of chairs there can be lots of crumbs and coins.
- Umbrella stand: some people think they are OK to hold old garbage. Check and clean out.
- Shared Space: Reception desk and phone, telemarketing, customer service and other areas might have different people using the same phone, computers and furniture. If one of them is sick, many might get ill from shared facilities. Wipe & sanitize the phone and keyboard clean often.

Computers:

Keyboard

- Small vacuum nozzle will reach between keys
- Cotton swab the remaining dust
- Clean the key top surfaces after to make sure all are popped back in at correct height

Monitors

- Soft cotton cloth lightly wiped on LCD monitor will remove dust
- Special cleaning solutions are available: some suggest isopropyl alcohol solution but check the User's Manual.

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