**🧼 OFFICE SPACE CLEANING ROUTE CARD**

**Area(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** \_\_\_\_\_\_\_\_\_\_  
**Shift:** ☐ Morning ☐ Midday ☐ Evening  
**Assigned To:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Time In:** \_\_\_\_\_\_\_\_\_\_ **Time Out:** \_\_\_\_\_\_\_\_\_\_

**✅ REQUIRED SUPPLIES**

* Microfiber cloths
* Disinfectant spray or wipes (safe for electronics)
* Duster (extendable for high areas)
* Glass cleaner (for windows or screens)
* Vacuum (with brush and crevice attachments)
* Gloves / PPE

**📋 TASK CHECKLIST**

**1. 🌫 HIGH & LOW DUSTING**

* High dust vents, light fixtures, tops of cabinets, shelves
* Low dust baseboards, behind trash cans, under desks
* Dust monitor backs, CPU towers, cable areas (carefully)

**2. 🪑 CHAIRS**

* Wipe chair backs, arms, and seats with disinfectant
* Spot clean upholstery (if fabric)
* Check under chairs for debris

**3. 🧍‍♀️ COUNTERTOPS, DRAWERS & SURFACES**

* Disinfect all desk surfaces (avoid paper or electronics)
* Wipe exterior drawer handles and fronts
* Sanitize shared surfaces: filing cabinets, printer stations, meeting tables
* Clean windowsills and remove dust buildup

**4. 🧽 WINDOWS & GLASS**

* Wipe interior side of office windows
* Clean glass office partitions (if applicable)
* Spot clean fingerprints and smudges

**5. 🧹 FLOORS & VACUUMING**

* Vacuum all rugs and carpeted areas thoroughly
* Move rolling chairs to vacuum under desks
* Use crevice tool along baseboards and corners
* Spot check for stains or spills