

# Workflow: Offices



## Workflow

- 1) Wipe off free surfaces of furniture and walls
- 2) Wipe off free surfaces of places of work
- 3) Clean chairs
- 4) Empty waste baskets
- 5) Wipe stains off the door
- 6) Mop the floor

## Tips

- Always start by the cleaner surface
- Put chairs right
- Report any faults to the customer
- Turn off light and close the door

