

Workflow: Conference room Office

Workflow

- 1) Wipe free surfaces of furniture and walls
- 2) Wipe off the whiteboard
- 3) Wipe free surface of conference table
- 4) Clean the chairs
- 5) Empty the waste basket
- 6) Wipe stain on the door
- 7) Mop floor

Tips

- Always start by the cleaner surfaces
- Use a furniture mop
- Put chairs right
- Report any faults to the customer
- Turn off the light and close the door

