

# Workflow: Office

## Workflow

- 1) Wipe free surfaces of furniture and walls
- 2) Wipe free surfaces at the place of work
- 3) Clean the chair
- 4) Empty the waste basket
- 5) Wipe stains off the door
- 6) Mop the floor

## Tips

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

