



9 Steps to A Cleaner Business

- ✓ **#1 Make cleaning a daily priority:** Hire a full-time janitor or delegate cleaning responsibilities to each employee.
- ✓ **#2 Floors:** Over 80% of the dirt within your building is tracked in from outside. Use an entry mat in all high-traffic areas to prevent grime.
- ✓ **#3 Bathrooms:** Studies have shown that if your customer finds your restroom dirty, they will avoid your business. Check at least twice per day that your restrooms are clean and have stocked paper products.
- ✓ **#4 Kitchens:** In your customer's mind, a sparkling kitchen equals a clean and healthy space (even if you don't serve food)! Routinely sanitize surfaces and properly store all food and supplies.
- ✓ **#5 Counters & Desks:** The average desk has more than 400 times the amount of bacteria than a toilet seat. Keep your workspace free of clutter by storing supplies. Disinfect surfaces regularly.
- ✓ **#6 Empty trash daily:** Food can begin to spoil or rot immediately. Keep away bugs or flies by emptying bins every day.
- ✓ **#7 Windows:** A shiny, clear window will make your customer smile as they check out your space. Plus it makes your business look more tidy and professional, too!
- ✓ **#8 Linens:** No one wants to see a stained napkin or wrinkly tablecloth. Spotless linens signal that you take cleaning seriously and respect your guests.
- ✓ **#9 Pretend to be a customer:** Walk through your space as if you were a customer. What areas look unclean? Which spaces need improvement? What message does your environment send?