

- Dust shelves, decorative items, and tough-to-reach spaces
- Move furniture to clean behind larger items
- Clean behind the fridge and any other large appliances
- Clean and defrost the freezer
- Empty and clean the inside of kitchen cupboards
- Reorganize supply cupboards
- Archive or destroy old and unused files
- Empty desk drawers and dispose of unneeded items
- Freshen up your lobby and entranceway
- Test writing utensils and dispose of any that don't work
- Dispose of broken or out-of-date supplies, equipment, and technology
- Deep clean office carpets