

OFFICE CLEANING CHECKLIST

We've highlighted some of the hotspots for germs and bacteria that can be found in an office - including yours! - so have a read through some of our shocking statistics and take note of the areas you should be cleaning, thoroughly!



Desks

Clean workspaces increase productivity and profit margins.



Desk Accessories

Keyboard - Keyboards can contain harmful bacteria that can even cause symptoms of food poisoning!

Mouse - An average computer mouse was found to be three times dirtier than an average toilet seat.

Phone - A study revealed there can be up to 25,127 germs per square inch on the average office telephone.



Vending Machines

Bacteria can spread from the buttons, to your hands, to your mouth.



Windows

Natural light is said to increase productivity and creativity levels, so keep your windows sparkly clean!



Bins

Roughly, around 70% of all office waste is recyclable yet only a mere 7.5% is actually recycled.



Meeting Rooms

First impressions are everything, and a company that cannot keep its office and meeting rooms clean and tidy is not a company that clients will want to do business with.



Kitchen Areas

Kitchens are hotspots for germs and bacteria. Be sure to clean areas that are regularly touched such as microwaves, toasters, fridges and fridge handles.



Water Coolers

Dehydration can cause lack of concentration and therefore result in a loss of productivity. Make sure you keep water coolers that are clean and safe in the office.



Bathrooms

Regularly used office bathrooms are a breeding ground for all sorts of bacteria. Make sure you thoroughly clean the toilets, sinks, taps and mirrors on a regular basis.



Floors

Keeping office floors clean is crucial to preventing slips and trips, as well as keeping up the appearance of the workplace.



Door Handles & Light Switches

A recent study revealed that the germs found on one single doorknob can spread a virus around a whole office within 2-4 hours!



Sources:

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