YEARLY OFFICE CLEANING CHECKLIST:

1. Upholstery deep cleaning for waiting area chairs, other soft furnishings, carpets, etc.
2. Stain removal for carpet and upholstery.
3. Checking light bulbs for a potential replacement.
4. Cleaning behind appliances.
5. Wiping down ceiling fan blades.
6. Cleaning out of cabinets and drawers.
7. Cleaning window sills and window tracks.