

Top 10 Office Cleaning Hacks for a Clean and Productive Workspace

When you're the person in charge of an office or a company, you have a lot on your plate. One area you might not consider as often is keeping the workspace clean. A clean and organized workspace can improve productivity, making it an essential part of your business. Here are 10 office cleaning hacks to get you started.

1. Create a Checklist and Schedule

It's easy to miss cleaning tasks or let weeks go by without cleaning. A detailed checklist ensures all jobs get completed. You should also have a cleaning schedule, such as cleaning the bathrooms and kitchen on Friday afternoons.

2. Declutter

Clutter makes an office look messy and brings questions about cleanliness. It can also create hazardous conditions, especially items in the walkways. Your team should always strive to keep the office organized and tidy.

3. Focus on High-Traffic Areas

Reception areas, bathrooms, breakrooms, and walkways see a lot of traffic and get dirty much faster than other areas of your office. If you spend 15 minutes cleaning each day, these are the areas where you should focus, such as cleaning the floors, dusting, and other cleaning procedures.

4. Clean Air Vents and Replace Air Filters

Dust, dirt, and debris can move around your workspace through the air vents of your HVAC system. You can keep your office cleaner by cleaning the air vents and replacing the HVAC's air filters every three months.

5. Deep Clean Twice a Year

From baseboards to windows, your office needs a deep cleaning at least twice a year. This should include wiping down the walls, cleaning the oven, shampooing carpets, and more. Every inch of your office space should be cleaned and refreshed.

6. Use the Correct Cleaning Products

You need to keep the correct cleaning products on hand. Yes, there are general cleaners but you don't want to clean bathrooms and kitchens with them. You need to ensure that you have the right disinfecting products for the job.

7. Clean Out the Fridge Weekly

Old food can be a breeding ground for bacteria, and a company's refrigerator often gets overlooked. At the end of each week, someone needs to remove leftover food containers and empty bottles from the fridge and wipe it down.

8. Sanitise High-Touch Areas

Phones, computers, door handles, and other areas are commonly touched by a variety of people every day. You need to continuously wipe these areas down with a disinfectant to keep your employees and visitors safe and healthy.

9. Take Out Trash at the End of Each Day

Trash has a way of building up and multiplying. The best thing to do is empty and replace trash bags in common areas at the end of each day. This can include restrooms, kitchens, and reception areas.

10. Encourage Employees to Keep Personal Areas Clean

You have a diverse staff, and some people naturally keep a clean and tidy work area while others embrace the chaos. You need to create a policy and expectations that each employee keeps their area clean, tidy, and organized.

Additional Tips for Maintaining a Sparkling Workspace

There are additional cleaning tips to keep your area tidy. Workspace cleaning is an ongoing effort. Cleaning needs to be a goal each day, and you need to stay on top of these jobs to keep dirt and grime from building up. You should consider a professional cleaning service. Professional cleaners are trained to provide thorough and ongoing cleanings.

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