✓ **Empty bins and dispose garbage**

✓ **Wipe down counters and surfaces**

✓ **Clean pantry appliances**

✓ **Refill soap and paper towels**

✓ **Mop kitchen floors**

✓ **Refill toilet essentials**

✓ **Disinfect toilets and urinals**

✓ **Vacuum covers and tangles**

**Clean and wipe office furniture**

**Clean and wipe office windows**