

# The Ultimate 3-Day Office Spring Cleaning Checklist

**It's National Spring Cleaning Week 2016 (14th – 20th March)**  
— and time to freshen up your workspace!

Follow this step-by-step checklist, as created by the office cleaning experts, to prepare your workspace for the new season, productive days and a few bright ideas...

## Day 1: De-clutter

Day 1 — and step 1 — is dedicated to getting organised. A cluttered office space can seriously affect the way you work. If your desk is messy, your drawers are stuffed, and your files disorganised it makes working productively more difficult.

- 1. Do it once, and do it properly:** Remove all of your clutter from your desk / files / drawers and sort through it.
- 2. Be ruthless:** When you declutter make sure you only keep the things you actually need i.e. for record keeping, or you will need them again in the future.
- 3. Give everything a place:** Make sure everything has its own logical place, and you'll have no trouble finding anything again.
- 4. Find clever storage solutions:** Create a clutter-free office and give all your books, papers and stationary a proper place to live using boxes, shelves, book-cases etc
- 5. Keep at it:** De-cluttering your office will leave you feeling organised — ready to take on the challenges and activities in your role. But — keep on top of it, 5 minutes at the end of each day tidying up will make a big difference.

*Keep reading for Day 2 tips for CLEANING...*

## Day 2: Clean

According to the London Office Workers' Survey, 90% of people feel more productive in a clean environment. **Hiring a professional office cleaning team** is the best way to keep your office consistently clean and tidy, but there are several things you can do to keep your office safe, healthy and professional.

- 1. Anti-bacterial wipes:** Encourage everyone to keep a packet of ant-bacterial wipes on their desk. Phones, the computer mouse and keyboard are a breeding ground for germs. Look to invest in quarterly professional computer and telephone cleans to minimize any health risks too!
- 2. Paper towels:** Spillages around the office are bound to occur – simply keep a roll or two of disposable paper towels in the kitchen area to quickly wipe away lunch and tea-break mess.
- 3. Don't eat at your desk:** This may seem like an obvious suggestion – if you eat at your desk it is bound to get covered in food crumbs and accumulate extra mess; use the kitchen or communal areas to eat and snack.
- 4. Label food:** To prevent your fridge becoming overrun with out-of-date food which no one wants to claim — always label food. Provide white labels and a marker in the office kitchen.
- 5. Wash up after yourself:** Ask your staff to wash up any dishes or other crockery used as soon as they have finished it to eliminate dirty plates and old food lying around and people then forgetting about them.
- 6. Introduce office plants:** Office plants enhance the working environment and give it a healthy and vibrant atmosphere. However this is only true if they are well cared for, so make sure office plants are watered and get enough sunlight.
- 7. Call in the professionals:** To keep your office clean consistently to high-standards, call in the professionals. Despite best intentions — cleaning will not be at the top of your staff's priority list, and nor should it be.

*Keep reading for Day 3 tips for ORGANISING...*

### Day 3: Organise

Knowing where to find files, documents, resources and stationary quickly and easily will save you time. Keeping your office organised doesn't have to be a chore — and once you have everything where it should be all you and your employees have to do is stick to the same system.

- 1. Sort your paperwork:** Carefully go through each document one by one and if you have no use for it, get rid of it. Once you are left with only the paperwork you need, then is the time come up with a logical and sensible filing system to help keep it all in order.
- 2. Organise your computer desktop:** Create a sensible filing system on your computer and make sure every time you need to save a document or email you put it in the correct, logical place. Use names and dates to label documents so it is easy to find them or direct others to find them again when needed too.
- 3. Keep items you need close:** There are everyday items we all use frequently when at work, so it is a good idea to keep them close. Have pens, a notebook, and your phone all close to hand while also making sure that your computer and keyboard are the main focal points on your desk.
- 4. Get organised with great stationary:** Invest in a few number of quality and functional items of stationary instead of hoarding stacks of broken pens and 15 'stress-busters' picked up at your last trade show.
- 5. Tidy away wires:** Any loose wires around your desk or phone are a safety hazard and should be clipped together and hidden.
- 6. Keep personal items limited:** Designate a specific place for personal items and keep them there.

**Is your office in London, Essex, Kent or Hertfordshire?**

**Call in the professionals to give your office a spring clean – and maintain your workplace throughout the year – by getting in touch with the team here at Swift Office Cleaning Services on 020 3174 1723.**

