

HOME OFFICE

Spring Cleaning Checklist

CABINETS



Remove everything & wipe out cabinets thoroughly

DRAWERS



Remove everything & wipe out cabinets thoroughly

COMPUTER/ELECTRONICS



Update all systems & donate used electronics

PAPERWORK



Scan all papers then shred

SWEEP



Sweep under & behind furniture

WIPE



Disinfect handles, buttons, & other surfaces

DUST



Dust light fixtures, shelves & all high surfaces

ORGANIZE



Floating shelves, & other storage solutions are necessary to finally clear out your clutter