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Office cleaning checklist pdf

Office environments should be kept in clean and pristine condition at all times. All offices must comply with cleaning standards and especially those open to the public. If cleaning is carried out by different employees at different times, all cleaners must follow the same cleaning standards to ensure consistent cleaning. Supplies may vary according to specific office standards, but generally, supplies include: janitor cart with waste container, trash liners, vacuum cleaner, spray and dry cleanser with an antibacterial agent, glass soap, furniture polishes, dust wipes, wipers and gloves. Supplies can be taken away or added as needed. It is important to take safety precautions before carrying out cleaning, as cleaning crew members deal with bacteria-infected areas that produce bacteria. Janitors should always wear gloves and be careful in high traffic areas when cleaning. Checking the vacuum cleaner is also important so as not to endanger others who could stumble and fall on the vacuum cleaner itself or its power cord. Doorways must not be blocked in the cleaning process. All waste baskets must be emptied, wiped off and the liner replaced at least once a day, if necessary twice a day. All horizontal areas must be dusted and walls must be spot checked and cleaned accordingly every day. Walls and doors must be thoroughly cleaned every week. Phones and other desk equipment must be wiped off with spray and wiped off with antibacterial detergent every day. All vinyl furniture needs to be sprayed and dried down every day as well. Spray and dry detergent can also be used to clean water stains from water fountains or other metal surfaces in other parts of the office at least twice during the working day, more if necessary. Bathrooms should be kept especially clean and odorless. Toilets, urinals and surrounding areas should be dried down with antibacterial spray carefully as needed. Countertops are staying free of excess water or other clutter. Paper machines must be replenished every day or when they become empty. Soap dispensers should be monitored every day and filled accordingly. Glass cleaner can be sprayed on wipers or directly on glass surfaces and dried thoroughly this includes glass entry ways, bathroom glass and other glass surfaces. Glass surfaces should be dried and cleaned frequently during the day as they can be easily seen and smudged. All carpets must be vacuumed and bathrooms must be swept and mopped every day or change, as appropriate. Entry ways that are not carpeted must also be swept and mopped every day. Carpets and mats must be stained to get a bright look at the end of each working day. Heavy duty carpet shampooing should be done once a month. Factories, also known as production plants, produce goods, either from workers them or or supervise machinery that conveys raw materials for saleable goods. Most factories take the form of large warehouses containing heavy machinery and equipment used in the manufacture of goods. Factories are usually used to bring resources such as land and labour all in one place where they can be converted into valuable goods. his engbers/iStock/Getty Images Factories are always very large and therefore have large expanses of floor that usually need to be swept and kept clean of any debris. This is not only so the factory floor sees the sight of everyone who happens to pass by, but it also ensures that the floor is not a health and safety risk. Cleanliness and hygiene are often a make-or-break factor in business decisions. You have to clear the floor of any visible dirt-this can usually be achieved by very basic sweeping. The floors in the factories are usually made of standard concrete, so it is very resistant to dirt, dust, dirt and moisture. However, there are times when you may need to clean the floors thoroughly, but due to the large amount of space to be cleaned, you should ensure that you have sufficient time to not only clean the floors, but let them dry as well. photosoup/iStock/Getty Images The machines must also be cleaned and serviced when the factory undergoes a full cleanup. This may require specialized knowledge of how machines and equipment work, so you may need a different cleaning crew for this purpose than the one that will do the general cleanup of the rest of the factory. Not only must the production equipment be cleaned, but storage tanks must also be regularly cleaned of dirt and scum that can form on the sides. The structure on the inside of the tank must be cleaned out as well as any broken tank linings removed and replaced with working them. endopack/iStock/Getty Images For cleaning concrete surfaces, normal concrete cleaning agents must be used to get rid of dirt and stains. Also for cleaning large expanses of factory floors, it is very useful to use water jet or hydro jet technology. This uses water sprayed at high pressure to clean hard surfaces, making it not only energy efficient, but also cost effective. For cleaning machines, you should only have it cleaned, as the manufacturers have designed the machines to be cleaned. This may include the use of only approved products and equipment to get dirt or dirt out of it. Cleaning an office building is simple if you have the right equipment and products. There's no hard work to do cleaning an office. Most office buildings require the same type of maintenance as a home; vacuuming, toilets, etc. If you need to clean an office building, make sure you have everything you need when you arrive, and before you know it, the office will be clean Presentable. Vacuum all carpets in the office with a vacuum cleaner. If you have an all floors vacuum, you can also use it to clean floors. If not, sweep floors with a broom. Mop the floors after they are swept, with a floor cleaner and a mop. Be sure to clean around the sockets. Floor cleaners can be purchased at any grocery store or home store. Dust office furniture and fixtures first with an ostrich feather duster. Ostrich remover picks up dust better than other brands. Then use a dust spray and a clean white cloth to add gloss to worktops and other surfaces. Clean the bathrooms with an all purpose bathroom cleaner available at any grocery store or home store. Scrub the inside of the toilet with a toilet brush. Use a sponge, with cleaner, and dry the sink area, and the rest of the bathroom surfaces and fixtures. Wipe all windows and glass with window cleaners and a clean cloth. Spray and dry the glass until the liquid has dissolved. Wipe until the stripes disappear. Tips Buy a light vacuum to provide lightness when carrying it around. Place all your cleaning products and equipment in an easy-to-carry tote. Warnings Be careful when cleaning around computers and other electrical equipment. Use only water and clean cloths on electrical components; never use chemicals. Setting up your first real office or moving to a larger room requires planning – not unlike moving to a new home. The difference is that you need your business to stay productive during the transition. Follow these five steps to create a productive office setting and download our free checklist to manage your office setup. Download the checklist for setting up an office as PDF. One thing that can make or break an office space is access to reliable Internet, phone and network services. Once you've settled into a place for your office, move on to Business Services Connect. There you will find an instant-locator tool you can use to compare plans from major providers servicing your area, including Spectrum, Atlantic, and Comcast, to find the right fit for your needs. Visit Business Services Connect Follow these five steps to create a productive office setting: 1. List everything you need to run your business Before you even look for office space, you can create a list of everything you need in your new office, from desktops and chairs to computer hardware and tasks like setting up your Internet connection. Knowing your business needs will help ensure that you choose the correct office size and location to support yourself and team members who share your workspace. Here are the common things most small business offices need: Desks: Consider the best desk to suit your work needs and office layouts. There are three common types of chairs you might want to consider. Computers: Find out how many and and kind of computers you will need. Software: Find out if you need new enterprise software. Internet: Find an ISP with sufficient speed and reliability. Phones: You may need desks, cell phones and conference phones. Telephone service: Decide if a standard or voice-over-internet protocol (VoIP) is best. Optional services & consumables to support the office option Consider what other services and deliveries your office needs. For example, you may need to set up an alarm system, a phone response service, or even credit cards for your employees. Many of these are optional based on your business model and where your office is located. Here are some of the more common optional office services and consumables: Security: Consider whether you need a security system or video surveillance. Phone Service: Set up a phone response service after hours, or use a ruby receptionist service to save on hiring someone to answer your phones. Office supplies: Amazon is a great place to order supplies because they deliver directly to your office, saving you time. Consider copying paper, table organizers, and recycled buckets. Bank accounts and credit cards: You can create free or cheap bank accounts, as well as decide whether to give credit cards to managers or merchants. And most, like Homebase, can interface directly with your payroll software. 2. Design your Office Floor Plan When you add everything to your checklist, consider the layout of your office space. This will help you confirm how much furniture to buy. For example, do you need private conference rooms for customer or employee meetings? Do you want managers to have a desk near a window? Should your accountant have their own cabin? Based on the amount of space you have and the kind of work that's done, your floor plan can maximize your office space for productivity. Start by choosing a layout for a floor plan: Open floor plan: An open floor plan maximizes the usable area of the room, but at the expense of privacy and storage. Closed plan: A closed floor plan gives your employees more personal space, but it's less collaborative and doesn't fit as many seats. Modular workstation: This layout combines elements of both, giving your employees more privacy, storage space, and larger work surfaces — with open collaboration areas. Optional space considerations when you set up your office depending on your business needs, you may need to use dedicated workspace in your office, such as a computer or a computer. Or, you may need to create a lobby or waiting area with guest seats if you expect customers to come in for meetings. Here are optional areas you might want to plan before your parent office setting: Formal entrance or reception area: This is best if you Visitors. Break room or kitchen: It's nice to offer coffee, drinks and snacks, and give employees a place for breaks. It is useful to have a fridge, microwave and dishwasher too. Conference room: Conference room is essential if your team gathers for regular meetings. private rooms are best for one-on-one conversations like HR reviews. Breastfeeding room: Depending on what condition you are in and the size of your business, you may be asked to provide a quiet room for new mothers-and it may not be the bathroom. Gym: To keep employees in shape, some companies like to bring in a few pieces of equipment, such as a stationary bike or treadmill, or a room to stretch or do yoga. Dressing area: Service companies often set aside space in the office for field workers to switch to workclothes. A plumbing company can provide showers too. SmartDraw (cloud-based) can use simple chart software to drag and drop workstations, desks, and other items to help you design your office space. As a bonus, many of these programs can help you create an organization chart and other useful business charts. 3. Find an ISP before committing to an office lease, make sure the location is usable by a high-speed INTERNET service provider. Check which ISP can connect your office well in advance before you move in. Once you've found a few providers, you can then compare their plans, prices, and contracts. Also remember that commercial accounts often differ from housing them, so be careful when looking at their terms. Our content operations manager suggests: For most small businesses it will be sufficient to create an Internet connection with at least 15 Mbps download and 5 Mbps upload. But as file sizes get bigger and more content gets streamed on the Internet, the faster the connection, the better. We recommend 50 Mbps download and 10 Mbps upload connections, if available. To learn more about other ISPs, such as Charter, Frontier, CenturyLink and Cox, read our buyer's guide on the best ISPs. In it, we compare ISPs with price, available speed and customer service. Not sure which communications providers are serving your area? Business Services Connect is a telecommunications cooperative that offers an instant locator tool to help you find the Internet, phone, TV and network partners in your area. You can compare plans from most of the major providers in the United States, including Spectrum, Atlantic, Comcast, and more to find the right solution for your business. Visit Business Services Connect 4. Set up Office Communication Systems You have more options when choosing your communication systems. It is to schedule the installations or configure the software in time for your move so that there is no interruption of your work and customers can reach you. Here Here some office communication options to consider: Phone communication systems: Many small businesses are switching to voice-over-internet protocol (VoIP) phone service instead of traditional phone systems built on old copper wires. Internal communication software: Communication with your internal employees is essential, especially if something work outside or externally. Consider free software, like Slack. Mobile phones: Some companies provide field and sales staff with business cell phones to ensure they can be reached during the working day. Virtual phone service: Consider a virtual phone number service that relays calls to your company's phone number or email. Other communication tools: Depending on your business model or how many employees you have, you may need to use email, appointment planning, or video conferencing software. When choosing your communication tools, it's a good time to consider how incoming calls are routed. Consider setting up a call tree to support your business. VoIP phone service is a great option for most businesses as it is more affordable than a landline and just as ready. You can also easily add or drag as many lines as you need, and you'll be able to get phone service within minutes of connecting your phone. A great option is RingCentral, which offers a free VoIP phone when you sign up. Fill out the form below and get started today. 5. Buy furniture & equipment for your office Setting Next, choose the best office furniture and computers for your business needs and budget. That could mean you'll find used office equipment, or simply add a few to existing desks, chairs and skilledele you already have. Office Desks Which desks you choose depends to a large extent on your office layout. With an open plan, simple rectangular tables that you can group together usually work best. In a pinch, folding tables can be filled as desks, giving you a cheap and flexible solution that you can rearrange to any layout. The downside of folding tables is that they do not allow space for storage, nor are they particularly stylish. For a little more money, you can buy glass, metal, or faux wood tables that usually include some storage options in their design. L-shaped tables in particular are good for setting up a modular plan. Standing desks are another popular option for those who spend all day on a computer. Office chairs While there are many cheap office chairs on the market, we recommend buying the best your budget can afford. Good chairs help promote a good and healthy working environment. Your employees can spend most of their day sitting, so investing in their comfort shows that you value them. You can also money on lost productivity. There are three main types of office chairs you can choose from: Task chairs: these are usually armless and compact -- shorter use. They can be moved easily for group meetings, and cost between \$40 and \$350 each. Mid-back chairs: Mid-back chairs, costing between \$70 and \$600 each, have weapons and offer more support. These are a better option for full-time office staff who sit all day. Executive chairs: Executive seating is typically more ergonomic and plush. They range from \$200 to \$1,000. Many provide ventilation with additional adjustments. For most offices, mid-back and executive chairs will serve the bulk of your needs, with some task chairs used to supplement them at temporary workstations. Office computers If you will be giving a consistent set of computers to your entire staff instead of letting them choose their own, the first decision you will have to make is what type of office computer to buy. Desktops generally provide better value with more storage and performance, but laptops are more portable. If all your business apps are online, consider Chromebooks that use G Suite software and web-based add-ons. It's best if you decide in advance which computer operating system to work on: Apple OS X: Using Apple products is ideal for companies like marketing or design that use heavy graphics, video, games, audio editing or desktop publishing. Windows OS: Windows is best for the Microsoft Office suite, which is a widely used and flexible platform. Archiving & Storage If your business uses an online accounting system, sales software, or cloud-based hr and payroll services, your physical storage needs may be limited. Nevertheless, you will need a place to store office supplies such as pens and copy paper, as well as product brochures and

marketing. Check out our office organization tips. Whether you're buying computer equipment, coffee or toilet paper for your office, Amazon offers excellent user reviews and great prices for your business. In fact, you will often find cool desk gadgets on Amazon that help your office setting also feel like a fun place to work. Best of all, they deliver. Visit Amazon Office Services Depending on the size of your employees and the layout of your office, you may need to budget for weekly cleaning services or monthly window washing. You may also want to have the office painted to match your brand colors before moving in. In fact, some companies subscribe to programs that provide, for example, live plants to make the environment more appealing or vending machines for employees to grab drinks and snacks. Considerations When setting up an Office If you haven't yet selected a physical location, you may want to ask yourself what's most important about your office in terms of country location and price. For example, it is better for you to buy a small office building, rent space on your customers, or rent a suite within a larger established corporate locale? Here Here considerations related to your office setting: Office location Should your office be in a business district, or is a location in the industrial park fine? Consider whether visitors will come to your office and how far workers will have to travel to get there. Some companies, like a restaurant, find they can create a small office niche within the existing building, especially if files and documents are stored online using cloud-based software. Others may prefer a virtual office that gives them customer meeting space all over the world. Buy or rent Some business owners want to have total control over their physical office space. Similar to owning a home, they want their monthly rent to actually buy something of value. Buying a commercial building is often better in the long run than renting. But if you're not sure how long you want to stay in one place, renting or leasing office space can make more sense. Lease Negotiation One of the challenges of leasing office space is that you need to balance your risk with the monthly costs. You often get a discount in exchange for a long-term contract. But with a lease, you're on the hook for monthly payments, even if you later decide to move. In fact, many long-term lease penalties are provided if you break the lease early. Therefore, it is best to have your business lawyer or an online legal service review your lease to ensure that there are no hidden clauses. FREQUENTLY ASKED QUESTIONS (FAQ) About setting up an Office Below are answers to common office questions you may have. If you don't see your question addressed below, please post it to our forum. We will get back to you in a few days with an answer. Do I need a physical office address to do business in the United States? Business paperwork, licenses, and permissions often require you, as a business owner, to have a physical address in the United States. If you don't want to use your home address, or you live out of the country, virtual office service providers can set you up with a virtual U.S. business address for between \$50 and \$200 per month. They typically provide a USPS mailing address (not a post box) as well as a US-based phone number for setting up your business unit. At what point should I make sure my office is ADA-compliant? All companies must comply with the U.S. Disability Act (ADA). This is even more important when your business is open to the public. For example, make sure your office is accessible to disabled employees as well as customers, such as by adding a ramp to your main entrance if the only way in is up a flight of stairs or ensuring the bathroom door is large enough to accommodate a customer's wheelchair. Is the cost of my office space tax deductible? If you rent leases office space, your rent and any rental fees are tax deductible. But if you own or have equity in the office you occupy, contact your tax advisor to determine which part is tax deductible. Here's our article covering the IRS approved business tax deductions. What kind of insurance do I need for my office? We asked our insurance analyst this question, and here's what she said: Landlords want to make sure they're not on the hook to build or general claims because of your business- often requiring at least \$1 million in general liability coverage. And there are three other categories to think about when reviewing insurance requirements for your office. Any of these can lead to financial problems for your business (or ultimately bankruptcy without the right insurance in place). Responsibility: These policies cover things like slip-and-fall accidents, errors and omissions, and product liability. You may already have a business owner's policy (BOP). Commercial real estate: Includes everything from your computers and furniture to warehouses and office buildings. Read more in our article on commercial property insurance. Outage: The outage insurance pays your business its average income for the period your doors are not open due to a claim. Bottom Line Getting your office setting right is an involved process. Like any project, the more planning you do beforehand, the less painful it can be. That's where our checklist is useful. If you need to set up an office quickly, there are good temporary options, such as a new office. A simple auto-companion can be used instead of a full business phone system to present a professional face to your business. In fact, Ruby Receptionist can answer your phones during your transition to a new office. Try Ruby Receptionist risk-free with a 21-day money back guarantee. Visit Ruby Receptionist Receptionist

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