

Easy tips for a clean office and weekly deep cleaning methods

A clean work area benefits the employees by keeping them from getting sick and it makes a good impression on clients. You can keep your office organized and neat by following certain tips.

Declutter

Offices can accumulate a lot of junk in the form of extra copies of paperwork, old receipts, meal wrappers and junk mail. Begin the decluttering process by sorting items into three piles. The first can be for items that you need to store, the second pile for items that are trash and third for those with which you are not sure what to do. Throw away the trash and organize the needed paperwork. The third pile must be placed in a container that is out of the way and go through it when you have time.

Use Organizers

In every office, there is an organizer designed to accommodate items in a modern office. It may be a file cabinet with secure locks or a simple accordion file, both serving the purpose of saving space. Organizers ensure optimum use of [office space](#).

Placement

When you place a new item on your desk, do think if it is really needed in your office. Clutter often accumulates when items are brought to work without thinking why they are needed there.

Deep cleaning

Deep cleaning is essential to keep any area clean. Deep cleaning also deals with sanitation which is an important part of cleaning. Below are some ways to clean and sanitize a workspace or a home.

Sinks and counters – Remove everything from the counter and wipe it with a good bathroom cleaner. Scrub away the dirt around faucets and drains with a small brush or [toothbrush](#).

Toilets – Squirt toilet cleaner and apply it around the toilet with a brush. Leave it on to fight away tough stains and then flush.

Drawers and cabinets – wipe down the cabinets and drawers with an all-purpose cleaner. This will remove germs and allergens.

Drapes and blinds – Blinds and drapes can be cleaned by a vacuum cleaner. However, overtime there may be dust that gets accumulated and drapes will need to be washed. Blinds and window sills have to be wiped down with a wet cloth as well. You can use a window cleaner to get clean windows.

Ceiling fans and light fixtures – Ceiling fans and light fixtures are hard to reach, and one must use a ladder to get to them. However, a feather duster may not work to clean those areas. Wipe the dust with a microfiber cloth and check to see if a light bulb has to be replaced. If a light fixture is too dirty it will need to be removed and washed.

Floor – mopping and vacuuming floors is one way to clean it. But you also need to tackle the dirt in the corners. Use the vacuum to reach areas under the furniture. Mop the floor with a cleaner and a damp mop, while using a rag to wipe down corners and edges of the floor.

Deep cleaning services are provided by [Janitorial Services San Francisco](#). Sta-clean is a known provider of [Bay Area Janitorial Services](#) and can help you with a quote. Use Sta-clean to get cleaning services for your home, office, schools or commercial facilities at great prices.