

Vip organizer [C:\Users\dmitry\Documents\OfficeCleaningChecklist.vpdb]

File View Tasks Categories Tools Help

Default Task View

Category	Done	Info	Name	Priority	Status	Complete
Category: 1. Office Cleaning Management. [Office Cleaning Checklist]						
<input type="checkbox"/>			1.1 Planning	Normal	Created	0%
<p>Make a plan of regular cleaning procedures. Such a plan will describe office cleaning duties and specify general guidelines for cleaning office areas. You will need to share your plan between all employees in the office.</p>						
<input type="checkbox"/>			1.2 Scheduling	Normal	Created	0%
<p>Make an office cleaning schedule that specifies daily, weekly and monthly tasks for cleaning procedures. Make sure people responsible for office cleaning services are aware of the schedule and can follow it.</p>						
<input type="checkbox"/>			1.3 Budget	Normal	Created	0%
<p>Make a cost estimate to calculate office cleaning prices. If you plan to use professional cleaning service then you will need to consider costs of office cleaning contracts.</p>						
<input type="checkbox"/>			1.4 Service	Normal	Created	0%
<p>Consider working with office cleaning companies that offer professional cleaning services and provide experienced cleaners who can clean up your office premises quickly and in a qualitative manner.</p>						
<input type="checkbox"/>			1.5 Equipment and tools.	Normal	Created	0%
<p>Considering purchasing and installing special office cleaning equipment and tools including the following items:</p> <ul style="list-style-type: none"> <li>o Vacuum cleaners.</li> <li>o Mops, floor cloth and buckets.</li> <li>o Waste backsets and bins.</li> <li>o Dust rags and wipers.</li> <li>o Hand towels and table napkins.</li> <li>o Washing materials and liquid detergents.</li> <li>o Stain removers, sprays and other office cleaning supplies.</li> </ul> <p>Special washing agents for delicate surfaces like TFT screens, computer equipment, glass, leather furniture, etc.</p>						
Category: 2. Office Entrance Area. [Office Cleaning Checklist]						
<input type="checkbox"/>			2.1 Clean interior glass	Normal	Created	0%
<input type="checkbox"/>			2.2 Use a vacuum cleaner to	Normal	Created	0%
<input type="checkbox"/>			2.3 Take a wiping rag to wash	Normal	Created	0%
<input type="checkbox"/>			2.4 Use a duster to clean	Normal	Created	0%
<input type="checkbox"/>			2.5 Make sure reception	Normal	Created	0%
<input type="checkbox"/>			2.6 Wipe light switches, door	Normal	Created	0%
<input type="checkbox"/>			2.7 Remove cobwebs.	Normal	Created	0%
<input type="checkbox"/>			2.8 Polish furniture.	Normal	Created	0%
<input type="checkbox"/>			2.9 Clean and dust window	Normal	Created	0%
<input type="checkbox"/>			2.10 Empty waste bins at the	Normal	Created	0%
Category: 3. Eating Area and Kitchen. [Office Cleaning Checklist]						
<b>Count: 26</b>						
Note	S...					

Categories Bar

	UnDone	Total
Office Cleaning Checklist	26	26
1. Office Cleaning Management.	5	5
2. Office Entrance Area.	10	10
3. Eating Area and Kitchen.	6	6
4. Restroom Area.	5	5

Filters Bar

Custom

Completion

Due Date

Status

Priority

Task Name

Date Created

Date Last Modifi

Date Opened

Date Completed

Filters Bar Navigation Bar

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