

Office Spring Cleaning Checklist

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Clear your desk by only keeping essential items close by.

Create a filing system for important documents and paperwork.

Go through drawers, bookcases and storage cabinets and throw away any accumulated junk, mail and unnecessary documents and items.

Sort your filing cabinet, drawer and other storage cabinets by archiving older documents in archive or centralised storage.

Dust filing cabinets, desks, bookcases and other surfaces.

Dust computer, keyboard, and copiers.

Wipe down and disinfect phone.

Need a more practical storage solution for your office? Contact APC.

