

# DM House Cleaning — Office Detail Checklist

## Premium Office Cleaning for Professional Workspaces

*Fully Insured • Family Operated • Structured, Repeatable System*

Professional office cleaning should leave your workspace noticeably fresher, more professional, and easier to work in every day.

Our VIP cleaning system focuses on the details that make the biggest difference — the areas often missed during rushed or surface-level cleaning.

Every visit follows a structured checklist to ensure consistent, high-quality results across every office we service.

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## What Makes Our Cleaning Different

Most cleaning services focus on speed.

We focus on **consistency, detail, and reliability**.

Every office we clean follows a structured system designed to deliver the same high standard on every visit.

That means you can expect:

- A consistent cleaning process every visit
- Attention to high-touch surfaces and daily workspaces
- Clear service standards — not rushed cleaning
- Reliable scheduling and dependable service

Our goal is simple:

Leave your office cleaner, more professional, and easier to work in after every visit.

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# **Core Cleaning Checklist (Every Visit)**

## **Whole-Office Reset**

- Surfaces cleared and tidied
- Visible dust removed from accessible areas
- High-touch surfaces cleaned and refreshed

## **Desk & Workstation Care**

- Desks and workstations sanitized
- Monitors, keyboards, and phones wiped
- Chair arms and bases cleaned
- Personal items lightly organized

## **Restroom Refresh**

- High-touch points disinfected
- Mirrors cleaned and streak-free
- Fixtures wiped and polished
- Toilets, sinks, and counters detailed
- Trash emptied and liners replaced

## **Breakroom / Kitchenette Care**

- Countertops cleaned and sanitized
- Sink and fixtures polished
- Microwave and appliances wiped
- Refrigerator exterior cleaned
- Coffee station refreshed

## **Floor Care**

- Carpets and rugs vacuumed
- Hard floors mopped
- Corners and edges detailed

## **Trash + Reset**

- All trash emptied
  - Liners replaced
  - Recycling areas reset
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## **Final Walkthrough**

Before leaving, we complete a final checklist review to ensure your office feels clean, organized, and ready for your team.

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## **Optional Deep Cleaning Upgrades**

For offices that need additional detail, we offer:

- Inside refrigerator and kitchenette cleaning
- Interior glass and window cleaning
- High-dust areas and baseboards
- Carpet spot treatment or upholstery cleaning
- Inside cabinets and storage areas
- Move-in / move-out full reset

Ideal for first-time cleans, seasonal deep cleaning, or preparing a new office space.

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## Recurring Cleaning Plans

Many businesses choose recurring service to maintain a consistently professional workspace without the stress of catching up.

Options include:

- Weekly cleaning
- Bi-weekly cleaning
- Monthly maintenance

Regular service reduces buildup and minimizes the need for heavy deep cleaning.

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## Our Service Guarantee

Professional cleaning should be reliable and accountable.

If something isn't right, we return and correct it.

**No excuses. No hassle.**

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## Service Area

DM House Cleaning proudly serves offices across New Jersey, including **Union, Essex, Morris, Somerset and Middlesex Counties and surrounding areas.**

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## Book Your Office Cleaning

Schedule dependable, detail-focused office cleaning at:

👉 [dmhousecleaning.com](https://dmhousecleaning.com)

Request your cleaning service or fast quote online.