

SPRING CLEANING

Checklist



Start fresh this spring with Twist's top tips for office rejuvenation. A little office refresh will go a long way towards brightening up your season.



DESK by DESK

Show your team spirit! Encourage everyone to pitch in and clean their own cubicle or workstation. Schedule time and provide them with materials and brighten up both the office and morale:

- + **SANITIZING WIPES**
say goodbye to germs and hello to clean desks, phones, and keyboards
- + **SWIFFER DUSTERS**
give your team the tools to tackle those nooks and crannies
- + **DISPOSABLE GLOVES**
to clean boldly and protect sensitive skin
- + **MICROFIBER CLOTHS**
Perfectly polish wood surfaces and ensure glass sparkles

the BREAK ROOM

Let those leftover lunches go! Gather small groups and assign them different tasks to clean the break room, or say thanks to volunteers for taking on the responsibility. Tasks can include:

- + **CLEAN THE MICROWAVE**
wipe away splatters and cooked-on crumbs
- + **CLEAR THE FRIDGE**
evict expired perishables and forgotten lunches
- + **CLEAN THE COFFEE MAKER**
for a better looking (and tasting) java experience

Supplies you can use: your troops need tools and these supplies are up to the task.



SPONGES



TRASH & RECYCLING BINS



CLEANSERS



the DIGITAL CLEAN



Don't forget the importance of a virtual cleanup! Start by sharing these tips with your coworkers:

- + **CHANGE PASSWORDS**
protect personal information or confidential client data
- + **CREATE CLOUD BACKUPS**
if your company allows it, create cloud backups for emergency access
- + **ORGANIZE YOUR EMAIL**
sorting your inbox into folders can save you time all season