

## 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