

# 8 Week Cleaning Challenge:

## Office!

- Depending on your flooring, vacuum or wash the floors
- Vacuum/Dust Baseboards
- Dust All Surfaces, Wall Frames, Ceiling Fans/Other Fans, and Screens (If there is a television/computer in the room)
- Clean the Windows and Window Sills
- Dust/Clean Blinds
- Deodorize Your Fabrics
- Sort, Organize, Donate/Toss- This is another areas where the DONATE, PUT AWAY, NEEDS A HOME boxes may come in handy.
- Dust/Clean Heating Vents & Cold Air Returns
- Disinfect Door Knobs & Light Switches

### Bonus Points

- Organize Emails
- Organize Photos
- Organize/Toss Paper Clutter