

May

Cleaning & Purging

Office

Clean

- _ baseboards
- _ desk
- _ inside drawers
- _ bookshelves
- _ keyboard
- _ monitor
- _ mouse
- _ printer
- _ fan
- _ window sill
- _ windows
- _ file cabinet
- _ bathroom
- _ carpet
- _ rugs
- _ chairs
- _ pictures

Purge

- _ broken computers
- _ damaged cords
- _ trash
- _ dried out pens
- _ broken pencils
- _ equipment not used in last year

Shred

- _ old business cards
- _ expired c. cards
- _ old business docs
- _ paid bills

Update / Replace

- _ virus software
- _ back support
- _ damaged wires