

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