
THE FINAL WALKTHROUGH · FIELD NOTE 20

Leave the office ready for work.

An office closeout should cover the agreed cleaning scope and the condition the space must be left in. Keep confidential materials and access instructions out of photos.

YOUR KIT

Site scope; closeout list; private issue log



CLEAN DESKS ARE ONLY PART OF THE HANDOFF. · EDITORIAL PHOTOGRAPHY

Three deliberate steps.

01 Respect each work area

Follow the site's desk policy. Do not move confidential papers or unplug equipment to make a surface easier to clean.

02 Review shared spaces

Check restrooms, break areas, bins, and high-traffic floors against the scope. Keep food-area and restroom tools separate.

03 Complete the handoff

Remove equipment, check for wet-floor risks, and follow the authorized lock-up procedure. Report supply shortages and maintenance issues through the agreed channel.

The final check.

- ☐ Scope completed
- ☐ Confidential materials undisturbed
- ☐ Lock-up and issues recorded

Know when to pause.

Medical and regulated workplaces need their own approved procedures; this is a general office checklist.

A good clean ends with a clear handoff.

Always follow the surface maker's care instructions and product label. Never mix cleaning products. This guide is for ordinary household care, not hazardous-material remediation. Product-specific instructions take priority.

Related references and service information: Wasatch current service terms

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