

Name	ing, monthly deep clean, and quarterly gear checks	Workspace Location	
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DAILY (5 MIN) - DO EVERY WORK DAY

- Clear desk surface - remove mugs, wrappers, and anything not needed
- Close all browser tabs and app windows not needed tomorrow
- Coil and tuck cables that were moved during the day
- Put notebooks, pens and supplies back in their place
- Quick wipe of keyboard and mouse with dry cloth

WEEKLY (20 MIN) - PICK ONE DAY PER WEEK

My weekly clean day	e.g. Friday afternoon		
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- Wipe monitor screen with microfiber cloth (no spray directly on screen)
- Disinfect keyboard, mouse, and any shared surfaces
- Dust desk surface, shelving, and monitor stand
- Wipe down chair armrests and seat
- Empty and organise desk drawer(s)
- Cable tidy check - re-route any that have shifted
- Clear desktop icons and empty Trash / Recycle Bin
- Check and top up supplies: pens, sticky notes, paper
- Water desk plant(s) and remove dead leaves
- Quick review of physical inbox tray - file or action everything

Workspace Maintenance Checklist

Daily tidying, weekly cleaning, monthly deep clean, and quarterly gear checks

MONTHLY (45 MIN) - FIRST MONDAY EACH MONTH

Completed month	Date done	Time taken (min)
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- Compressed air blast into keyboard, vents, and speakers
- Wipe all ports and cable ends with dry cloth
- Deep clean monitor stand, speaker grilles, and USB hubs
- Re-run cable management: zip tie, label, and re-route
- Dust inside equipment (fans, vents) with can of air
- Clean chair base, casters, and gas lift mechanism
- Reorganise desk drawer - discard broken pens and clutter
- Review and archive completed notebooks or printed docs
- Test all power bars, surge protectors, and UPS

ITEMS NEEDING REPAIR OR REPLACEMENT

QUARTERLY GEAR HEALTH CHECK

Item	Last Checked	Condition (1-5)	Action Needed
Monitor			
Keyboard			
Mouse			
Desk Chair			
Webcam / Mic			
Headphones			
Desk Lamp			
Power Bar / UPS			
Laptop / PC			