

The ideal workstation to clean: 3 tips to organize the office

You spend 40-plus hours a week in your office, and you're doing the jobs of two people. It's no wonder that at the end of the week, you're searching under piles of paper for your car keys and cell phone when it's time to go home.



Now, that's more like it

A clean office makes for a clear head, but who has time to organize with your workload? Setting up systems and sticking to them allows you to work smarter while you work harder. It also gives the impression that you're on top of things. Here are five tips to get you started.

3 File As You Go: One of the biggest office offenders is piles of paper -- on your desk, on your shelves, and eventually on your floor. It's easy to get busy and start stacking papers to file for later, but before you know it, you have a task that's too big to tackle. The key is to process papers as you go. Set up a system of trays or file folders that are clearly labeled and make it a habit to use them.

2 Declutter Your Desk: If you're like many people, your desk probably acts as the kitchen table for your office. It's the place where everything gets dropped, and pretty soon you have to dig to get to your computer. A clean desk will guarantee more productivity, but you're already so busy trying to be productive, who has time to stop and clean? The key is to schedule it daily, and treat it like it's a meeting you can't miss.

1 Assign a Place for Everything: The key to making cleaning your office easy is to put everything in its rightful place. So, this means that you need to assign a place for everything and label it clearly so you can find it in a pinch. Once you get in a habit of putting things away, decluttering becomes a quick task that's second nature. This also means not filling up every single inch of storage. New items will come into play and need a place to live, so keep a few empty shelves or drawers to make room for the new.

Best Employees of the month

-Ana at Tri Star Mercedes Benz

-Yaima & Genith at Loch Lomond Mitsubishi

-Carla at Qplex Main Offices

Great attention to details in these buildings.

The locations were shining when we came around this month.

Overall, we have noticed an improvement in most areas. Good solid reviews from our customers and so valuable feedbacks were sent in our reports.

New customer

Atlantic Towing – Indiana Town building

Remember... We clean with colors

Color-Coding:

Reduces the risk of cross-contamination by identifying use in different departments and surface areas. Choose the right color for your cleaning procedure.



Weather Report: We wish we could pause the winter and give you a much-deserved break from salty and sandy floors. However, as is often the case, the first half of March will bring significant winter weather with the threat for winter storms to Atlantic Canada. Overall, we expect fewer storms than normal, but an average total precipitation, as forecasted by the Weather Network.

By walking all of the buildings we can tell the efforts our employees have displayed this season. Only the hard work and the reliability of our team has made a true difference.