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Cleaning Your Home Office or Computer Room

By Stephanie Davies

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Your home office can be the central business center of the home, and oftentimes with all of those papers and documents, it may be hard to focus on where to get started, or exactly how to clean.

Dust is public enemy number one when it comes to a home office. It seems to pervade everything, including computer screens, keyboards, bookshelves, and desktops. Of course we all know that the leading killer of dust is pledge and a dustcloth, but here are a few tips you may not have known.

To keep your computer and keyboards from getting dusty, purchase plastic covers for them. You can also make your own out of trash sacks, or, if you have a creative streak, by sewing custom covers from fabric or old curtains.

If neither of those options work for you, there are other ways of keeping computers and their equipment dust-free. The keyboard dusters you can purchase are ideal for this. They are an aerosol can that sprays intense bursts of air, and be used for more than just a keyboard!

Did you also know that it is safe to use Windex on your computer screens? Many people are under the mistaken assumption that using Windex on a computer screen (or rough paper towels) will damage the screen. Not so unless perhaps you own a computer monitor from before 1990 (if you do, please consult the owners manual that came with the monitor before cleaning). Also, a good way to rid computer screens from dust longer, is after cleaning, to give them one good final wipe down with a fabric softener sheet (the kind that you thrown in the dryer). It takes away most of the static from the screen that draws dust.

Also, you can easily clean a mousepad with regular dish detergent and warm water. Just scrub the pad with dish soap, rinse well with water, and pat dry with a paper towel!

A mouse is easily cleaned by removing the cover from in front of the ball, taking out the ball, and cleaning out any dirt inside with cotton swabs dipped in alcohol.

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You can also save time and money in a home office in high traffic carpet areas, and places where sliding chairs sit by purchasing heavy plastic floor mats made for this purpose (just like you see in office building) at your local office supply superstore, such as Staples. This will make your floor cleaning so much easier, and will extend the life of your carpet.

To give your office a quick lift if you have artificial flowers or plants is to spray the plants directly with an aerosol air freshener. Not only does it make the leaves instantly shiny, it also leaves a pleasant scent that will last.

If you own a pet, like I do, and you are constantly trying to remove pet hairs from chairs in your home office, a simple way to remove them is to wrap clear shipping tape backwards around your hand, sticky side out, and pat away at the chairs. An even simpler and faster way is to use an old paint roller,

wrapping the tape backwards around it, and rolling it quickly across the furniture to remove hair. The tape can be reused until it has lost its stickiness.

Remember, motivation and perseverance are the keys to a clean home! Stay focused, and best of luck!

Stephanie is the webmaster of StephanieDavies.com and provides live telephone advice of all kinds to people from all over the world. She gives advice on depression, mental health, spirituality, sexuality, relationships, and many other topics. For more information please visit her website at <http://www.stephaniedavies.com> or subscribe to her newsletter by visiting <http://groups.yahoo.com/group/liveadvice>

Clean Up In An Office Cleaning Business

By Bill McMahon

Clean Up In An Office Cleaning Business

by: **Bill McMahon** With the economy still trying to recover, and unemployment still high in many countries, a good solution for many people is to find an easy to operate business. Most people think of large expenses or a lot of experience needed when they think of running a business, but there is a unique business that requires neither one of these. It is starting an office cleaning business. The office cleaning business is unique in that the job itself requires no experience. Anyone can clean and vacuum. And your only costs will be cleaning supplies and start up marketing costs. And even the marketing costs can be minimal. To get business, you can start by preparing a simple flyer on your computer, or on a computer at your local copy shop like Kinko's. Next, target office complexes where a lot of businesses have their offices all grouped together. Try to get accounts with a bunch of offices in the same building. If you get one and do a good job, get them to write a recommendation for you so that you can take it to other offices in the building to secure more business. In that way, you can have multiple accounts, but have all your work in one place. When you start getting more and more business, you can hire workers to do the actual cleaning for you. Pay them a fair wage, and take the difference for yourself. Your job will now be to find more and more accounts. Use those letters of

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recommendations to help you. The beauty of the business is at this point, you are adding recurring streams of income, and other people are doing the cleaning. As long as your workers do a good job, you will keep the accounts from the previous month, and keep adding new accounts, which will soon make your monthly income soar. Who ever thought that cleaning could be so exciting?

About the Author Bill McMahon,

To learn more about

how to start your own office cleaning business with no experience and very little investment, go to

Clean Up In An Office Cleaning Business

Home Office Furniture: Choosing The Right Computer Desk

Office Set Up

10 Ways To Help You Plan Your Home Office For Productivity, And Comfort

Strategies For A Successful Cleaning Company

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Build Your Own Mail Order Empire

Disaster Preparedness and Crime Protection Manual

Home Remodeling Secrets

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