



The Benefits of a Clean Office

By Alex Pupkin

When you try to put it into perspective, your office is a place where you spend nearly a third of your time. For most of us, from Monday to Friday, we spend roughly half of our waking hours in an office so we want it to be comfortable and conducive to work. Aside from desks, computers, and other office equipment, there are many aspects of an office that should be cleaned regularly in order to maintain a productive working environment. Regardless of the type of business or industry you're in, organization is a key to efficiency and accuracy in the workplace; and cleanliness is one important aspect of organization.

So as you can see the benefits of a clean office are closely connected with being successful in your job. Desks that are swamped with files and papers or to-do lists can make it difficult to maintain focus on the task at hand. Papers should be stored and filed properly, and work spaces should be kept orderly to ensure an organized approach to the day's tasks. But let's be realistic, not everybody works the same, so not everybody will have a tidy desk. Nevertheless, there are other benefits of having a clean office that extend beyond the appearance of a few workers' desks.

First, in many industries, client confidentiality is a major concern. As identity theft becomes a bigger and bigger problem in today's technologically advanced societies, companies are implementing strict guidelines with respect to protecting the personal information of clients. Indeed, a clean office can actually help maintain client confidentiality as it is less likely that important documents will be misplaced, inadvertently disposed of, or misfiled in a clean and orderly office. Plus, disorder leads to inefficiency. We can all relate to misplacing an important piece of information and spending valuable time searching for it. An organized employee with a tidy desk will be less likely to lose important documents or notes and therefore will spend more time on important tasks.

Moreover, many business owners want to ensure workplace cleanliness in order to make a good impression on customers. When clients or other visitors enter a dirty office, they will likely judge the company so far as to even deem it unprofessional. On the other hand, a clean and well-maintained office will give the impression of efficiency and productivity. As much as we learn never to judge a book by its cover, sometimes we can't overcome our first impressions making it even more important to keep a clean office.

Finally, messy offices can even be hazardous. Hygiene is important, no doubt, but cluttered offices offer greater potential for risk. Indeed, it is much easier to identify possible hazards in a clean office than an untidy office. From trip hazards to chemical spills, the risk of accident or injury is considerably lower in a clean office.

Article source: EzineArticles