CHECKLIST

Weekly wooden desk care checklist

- [ ] Dust the entire surface with a dry microfibre cloth, following the grain.
- [ ] Wipe any marks with a barely damp cloth and dry immediately.
- [ ] Lift the desk mat and dust underneath.
- [ ] Check that coasters are within reach and replace any damaged ones.
- [ ] Inspect the finish for new scratches or water rings and treat them promptly.
- [ ] Rotate objects on the desk if it sits in direct sunlight.
- [ ] Tidy cables and wipe the back edge where dust collects.