Office cleaning schedule

Write when each job is due and who covers it. Initial beside the note once done.

Facility _____ **Month of** _____

Posted by _____ **Reviewed on** _____

Shared rooms

	AREA	DAILY	WEEKLY	MONTHLY	PERIODIC	COVERED BY
☐	Reception and entry					
☐	Conference and meeting rooms					
☐	Restrooms					
☐	Breakroom and kitchenette					
☐	Copy and mail room					
☐	Elevator landings and stairs					

Work areas

	AREA	DAILY	WEEKLY	MONTHLY	PERIODIC	COVERED BY
☐	Open workstations					
☐	Private offices					
☐	Phone booths and focus rooms					
☐	Storage and records rooms					
☐	IT closet					

Floors and glass

	AREA	DAILY	WEEKLY	MONTHLY	PERIODIC	COVERED BY
☐	Carpeted areas					
☐	Hard floors					
☐	Entry mats					
☐	Interior glass and partitions					
☐	Windows					

Your own rows

	AREA	DAILY	WEEKLY	MONTHLY	PERIODIC	COVERED BY
☐						
☐						
☐						

Weekly look-over

- ☐ Due lines without initials followed up
- ☐ Staff-covered lines checked with the person named
- ☐ Questions for your cleaning company sent to one contact
- ☐ Rhythm changed for any area used differently
- ☐ Last week of the month: next sheet printed and posted
- ☐ Old sheet filed with your cleaning notes

Notes