# Office cleaning schedule

Write each job in its time column, mark who does it, and initial a line every week.

**Facility** _____ **Month of** _____

**Floor or suite** _____ **Posted by** _____

## Rooms and spaces

| | AREA | EVERY DAY | EACH WEEK | EACH MONTH | LONGER CYCLE | DONE BY |
|---|---|---|---|---|---|---|
| ☐ | Lobby and entry | | | | | |
| ☐ | Reception desk | | | | | |
| ☐ | Open desks | | | | | |
| ☐ | Private offices | | | | | |
| ☐ | Conference rooms | | | | | |
| ☐ | Breakroom | | | | | |
| ☐ | Restrooms | | | | | |
| ☐ | Copy corner | | | | | |
| ☐ | Corridors and stairs | | | | | |
| ☐ | | | | | | |
| ☐ | | | | | | |

## Surfaces across rooms

| | AREA | EVERY DAY | EACH WEEK | EACH MONTH | LONGER CYCLE | DONE BY |
|---|---|---|---|---|---|---|
| ☐ | Hard floors | | | | | |
| ☐ | Carpet | | | | | |
| ☐ | Interior glass | | | | | |
| ☐ | Trash and recycling | | | | | |

## Weekly sign-off

| | WEEK OF | CHECKED BY | MISSED | INITIALS |
|---|---|---|---|---|
| ☐ | | | | |
| ☐ | | | | |
| ☐ | | | | |
| ☐ | | | | |
| ☐ | | | | |

## Before you post it

- [ ] Every room on the floor plan has a row
- [ ] Each job written under one time column only
- [ ] Done by filled in: staff, crew, porter or a name
- [ ] Target month written for each Longer cycle job

## Monthly read-through

- [ ] Repeated Missed notes moved or reassigned
- [ ] Done by entries still match who does the work
- [ ] New spaces added as rows
- [ ] Old copy filed before the fresh one goes up

## Notes