Office cleaning schedule

Write a short task under its cadence, name who does it, and initial each cell when done.

Facility _____ **Week of** _____

Posted by _____ **Review date** _____

Front of house

	AREA	DAILY	WEEKLY	MONTHLY	PERIODIC	ASSIGNED TO
☐	Entry and lobby					
☐	Reception desk					
☐	Conference rooms					
☐	Private offices					
☐	Open work areas					
☐						

Shared rooms

	AREA	DAILY	WEEKLY	MONTHLY	PERIODIC	ASSIGNED TO
☐	Restrooms					
☐	Breakroom					
☐	Copy and supply room					
☐	Hallways and stairs					
☐	Elevator					
☐						

Floors and glass

	AREA	DAILY	WEEKLY	MONTHLY	PERIODIC	ASSIGNED TO
☐	Carpet					
☐	Hard floors					
☐	Entry glass					
☐	Interior glass					
☐						

Plant or warehouse side

	AREA	DAILY	WEEKLY	MONTHLY	PERIODIC	ASSIGNED TO
☐	Shop office					
☐	Locker room					
☐	Storage rooms					
☐						

Weekly review

- ☐ Empty cells checked and each miss followed up
- ☐ Notes passed on to the cleaning company
- ☐ Assigned to still correct after staff changes
- ☐ Open monthly and periodic tasks copied to the new sheet
- ☐ Fresh copy posted for Monday

Notes