Office cleaning schedule

Write in your areas, tick how often each is cleaned, and name who handles it.

Facility _____ **Week or month of** _____

Posted by _____ **Next review** _____

Entry and shared rooms

	AREA	EACH SERVICE DAY	WEEKLY	MONTHLY	PERIODIC	WHO
☐	Front entrance and lobby					
☐	Reception					
☐	Meeting rooms					
☐	Interior glass					
☐						
☐						

Work areas

	AREA	EACH SERVICE DAY	WEEKLY	MONTHLY	PERIODIC	WHO
☐	Open desks					
☐	Private offices					
☐	Copier corner					
☐	Carpeted walkways					
☐						
☐						

Restrooms, breakroom and floors

	AREA	EACH SERVICE DAY	WEEKLY	MONTHLY	PERIODIC	WHO
☐	Restrooms					
☐	Breakroom counters and sink					
☐	Fridge and microwave fronts					
☐	Hard floors					
☐						
☐						

Projects

	PROJECT	TARGET MONTH	BOOKED WITH	DONE
☐	Floor refinishing			
☐	Carpet extraction			
☐	High dusting			
☐	Window cleaning			
☐				

Review

- ☐ Sheet posted where staff and crew both pass it
- ☐ Every row has one name in Who
- ☐ Rows with two names or none flagged for the walkthrough
- ☐ Next review date filled in

Notes