Office cleaning schedule

Write who handles each area under Done by, then initial each box when the work is done.

Facility _____ **Month of** _____

Posted by _____ **Posted at** _____

Questions go to _____

Front of house

	AREA	DONE BY	DAILY	WEEKLY	MONTHLY	PERIODIC
☐	Entry and lobby					
☐	Reception					
☐	Conference rooms					
☐	Glass doors and partitions					

Work areas

	AREA	DONE BY	DAILY	WEEKLY	MONTHLY	PERIODIC
☐	Open desks					
☐	Private offices					
☐	Copy and print area					
☐	Hallways and stairs					
☐	Supply rooms					

Shared rooms

	AREA	DONE BY	DAILY	WEEKLY	MONTHLY	PERIODIC
☐	Restrooms					
☐	Breakroom					
☐	Trash and recycling points					

Floors

	AREA	DONE BY	DAILY	WEEKLY	MONTHLY	PERIODIC
☐	Carpet					
☐	Hard floors					
☐	Entry mats					

Rooms particular to your office

AREA	DONE BY	DAILY	WEEKLY	MONTHLY	PERIODIC
☐					
☐					
☐					
☐					

Monthly review

- ☐ Sheet posted where your staff and the crew both see it
- ☐ A name under Done by on every row
- ☐ Empty boxes and doubled tasks flagged
- ☐ Changes passed to your cleaning contact
- ☐ Last month's sheet filed
- ☐ New sheet up at the start of the month

Notes