Office cleaning schedule

Mark one X per row, add who owns it, then post it where everyone sees it.

Facility _____ **Month of** _____

Posted by _____ **Cleaning company contact** _____

Routine areas

	AREA	DAILY	WEEKLY	MONTHLY	DONE BY
☐	Entry and reception				
☐	Workstations and desks				
☐	Conference rooms				
☐	Restrooms				
☐	Breakroom				
☐	Hard floors and carpet				
☐	Interior glass				
☐	Trash and recycling				
☐	Shop or warehouse office				
☐					
☐					
☐					

Periodic and project work

	JOB	MONTH PLANNED	DONE BY	DATE FINISHED
☐	Carpet extraction			
☐	Hard floor scrub and recoat			
☐	High dusting			
☐	Window cleaning			
☐				
☐				

Before you post it

- ☐ Every area of the office has a row
- ☐ One X on each row
- ☐ Initials or "crew" in every Done by box
- ☐ Copy handed to your cleaning company
- ☐ Posted where both teams pass

Month-end review

- [ ] Skipped rows circled
- [ ] X moved where work ran ahead or behind
- [ ] New areas added
- [ ] Fresh sheet dated and posted

Notes