Office cleaning schedule

Tick each area's cadence and fill in Done by. Initial by the tick after each round.

Facility _____ **Month of** _____

Posted by _____ **Questions to** _____

Before you post it

- ☐ Areas you lack crossed out, your own added below
- ☐ One or more cadence boxes ticked for every area
- ☐ Done by filled in on every row: Staff, Crew, Porter or a name
- ☐ Copy posted where your staff and the crew both pass

Front of house

	AREA	DAILY	WEEKLY	MONTHLY	PERIODIC	DONE BY
☐	Entry doors and glass					
☐	Reception desk					
☐	Conference rooms					
☐	Workstations					
☐	Hallways					

Shared rooms

	AREA	DAILY	WEEKLY	MONTHLY	PERIODIC	DONE BY
☐	Kitchen and break room					
☐	Restrooms					
☐	Copy and supply room					
☐	Elevator cabs					
☐	Trash and recycling					

Floors and glass

	AREA	DAILY	WEEKLY	MONTHLY	PERIODIC	DONE BY
☐	Hard floors					
☐	Carpeted areas					
☐	Entry mats					
☐	Interior glass and partitions					
☐	High surfaces and vents					

Your own areas

AREA	DAILY	WEEKLY	MONTHLY	PERIODIC	DONE BY
☐					
☐					
☐					
☐					

End-of-month review

- ☐ Ticks with no initials raised with whoever is in Done by
- ☐ Areas that wore early moved up a column
- ☐ Rooms that barely got used moved down a column
- ☐ Done by updated where duties shifted
- ☐ Old sheet filed and a new one posted

Notes