Cleaning schedule template

Tick or initial one column per row; write Staff, Crew or a name in Covered by.

Facility _____ **Month of** _____

Posted by _____ **Cleaning company contact** _____

Entry and front of house

	AREA OR TASK	DAILY	WEEKLY	MONTHLY	PERIODIC	COVERED BY
☐	Entry glass and door handles					
☐	Walk-off mats					
☐	Lobby and reception counter					
☐	Elevators and stairwells					
☐	Lobby floors					

Work areas

	AREA OR TASK	DAILY	WEEKLY	MONTHLY	PERIODIC	COVERED BY
☐	Desks and work surfaces					
☐	Conference rooms and whiteboard ledges					
☐	Trash and recycling					
☐	Copy and print area					
☐	Carpet and hard floors					

Shared rooms

	AREA OR TASK	DAILY	WEEKLY	MONTHLY	PERIODIC	COVERED BY
☐	Breakroom counters and sink					
☐	Fridge, microwave and appliance fronts					
☐	Restroom fixtures, mirrors and floors					
☐	Restroom refills: paper, soap, liners					
☐	Plant shelves and window ledges					

Periodic work

	AREA OR TASK	DAILY	WEEKLY	MONTHLY	PERIODIC	COVERED BY
☐	Carpet extraction					
☐	Hard-floor refinishing					
☐	Interior glass					
☐	High dusting and vents					

Your own areas

AREA OR TASK	DAILY	WEEKLY	MONTHLY	PERIODIC	COVERED BY
☐					
☐					
☐					
☐					

End-of-month review

- ☐ Rows nobody initialed this month
- ☐ Areas that needed more or less than their column gave
- ☐ Tasks to move between staff and crew
- ☐ Changes sent to your cleaning company contact
- ☐ Changes carried onto next month's sheet

Notes