Commercial cleaning schedule

Write each task under its pace and name who handles the row. Post a copy for each team.

Facility _____ **Month of** _____

Posted by _____ **Questions go to** _____

Front of house

	AREA	DAILY	WEEKLY	MONTHLY	QUARTERLY OR YEARLY	HANDLED BY
☐	Entry and lobby					
☐	Reception					
☐	Conference rooms					
☐	Visitor restrooms					
☐	Elevators and stairs					
☐	Door mats					

Where people work

	AREA	DAILY	WEEKLY	MONTHLY	QUARTERLY OR YEARLY	HANDLED BY
☐	Desks and workstations					
☐	Private offices					
☐	Staff restrooms					
☐	Breakroom and kitchen					
☐	Copy and mail corner					
☐	Trash and recycling					

Floors, glass and high places

	AREA	DAILY	WEEKLY	MONTHLY	QUARTERLY OR YEARLY	HANDLED BY
☐	Hard floors					
☐	Carpet					
☐	Entry glass and doors					
☐	Interior glass					
☐	Vents and high ledges					

Your own rows

	AREA	DAILY	WEEKLY	MONTHLY	QUARTERLY OR YEARLY	HANDLED BY
☐						
☐						
☐						
☐						

Posting and monthly review

- ☐ One copy where staff pass, one where the crew starts its shift
- ☐ Changes written on the sheet the same day
- ☐ Missed or added work noted on the lines below
- ☐ Rows reviewed at month end and tasks moved where needed
- ☐ Quarterly or yearly work still booked
- ☐ Clean copy printed when rows change

Notes