# Cleaning schedule template

Mark when each area is cleaned, name who does it, and initial boxes as the work is done.

**Facility** _____ **Week or month of** _____

**Posted by** _____ **Cleaning contact** _____

## Front of house

| | AREA | DAILY | WEEKLY | MONTHLY | PERIODIC | DONE BY |
|---|---|---|---|---|---|---|
| ☐ | Entry and lobby | | | | | |
| ☐ | Reception desk | | | | | |
| ☐ | Conference rooms | | | | | |
| ☐ | Glass doors and partitions | | | | | |
| ☐ | Stairwells and elevators | | | | | |
| ☐ | | | | | | |

## Work areas

| | AREA | DAILY | WEEKLY | MONTHLY | PERIODIC | DONE BY |
|---|---|---|---|---|---|---|
| ☐ | Private offices | | | | | |
| ☐ | Open desks | | | | | |
| ☐ | Copy and print area | | | | | |
| ☐ | | | | | | |

## Restrooms and break room

| | AREA | DAILY | WEEKLY | MONTHLY | PERIODIC | DONE BY |
|---|---|---|---|---|---|---|
| ☐ | Restrooms | | | | | |
| ☐ | Break room counters and sink | | | | | |
| ☐ | Refrigerator and microwave | | | | | |
| ☐ | Trash and recycling | | | | | |
| ☐ | | | | | | |

## Floors and longer-cycle work

| | AREA | DAILY | WEEKLY | MONTHLY | PERIODIC | DONE BY |
|---|---|---|---|---|---|---|
| ☐ | Carpet extraction | | | | | |
| ☐ | Hard floor recoating | | | | | |
| ☐ | Window washing | | | | | |
| ☐ | High dusting and vents | | | | | |
| ☐ | | | | | | |

## Who covers what

- [ ] Every row has an owner in Done by
- [ ] No row is assigned twice without a reason
- [ ] Day porter rows noted, if you have one
- [ ] Sheet posted where staff and the evening crew both pass
- [ ] Blank boxes reviewed at the end of the period
- [ ] Cadence or owner changes made on the next sheet

## Notes