

Cleaning Scope of Work, Area by Area

List the areas in the order a visitor walks them, then give every task a frequency. After the first month, walk the building with this sheet and mark what to add, drop or move.

Business _____ Address _____
Prepared by _____ Walkthrough date _____
Service start _____

Areas, in visitor order

AREA	FLOOR TYPE	NOTES
☐ Front entry and reception counter		
☐ Offices and open work areas		
☐ Conference rooms and boardroom		
☐ Staff kitchen		
☐ Restrooms, fixtures to floor		
☐ Warehouse or shop break room (mixed-use buildings)		
☐ Floors and glass, building-wide		

Entry and reception

TASK	FREQUENCY
☐ Door glass cleaned	Nightly
☐ Entry mat (note if customer-owned)	
☐ Reception counter	
☐ Guest waiting chairs	
☐ Main traffic paths vacuumed or mopped	Nightly

Restrooms and staff kitchen

TASK	FREQUENCY
☐ Fixtures and sinks cleaned	Nightly
☐ Mirrors polished	Nightly
☐ Paper and soap refilled	Nightly
☐ Restroom bins emptied	Nightly
☐ Floor in each restroom mopped	Nightly
☐ Kitchen counters and sinks	Nightly
☐ Kitchen after catered lunches	

Offices, work areas and conference rooms

TASK	FREQUENCY
☐ Trash	Nightly
☐ Baseboards in offices and work areas	Weekly
☐ Chair bases	Weekly
☐ Partition glass inside work areas	Weekly
☐ Carpet edges under desks	Weekly
☐ Door frames and switch plates	Monthly
☐ Storage room corners	Monthly
☐ Boardroom used a few times a month	Lighter weekly pass

Periodic floor and carpet work

JOB	AREA	INTERVAL	PLANNED FOR
☐ Extraction of carpeted areas			
☐ Carpet spot treatment			
☐ Burnishing of hard floors			
☐ Hard floor scrub and recoat			
☐ Full stripping and waxing			

Use, timing and porter hours

- ☐ Rooms used every day set to nightly; lightly used rooms on a lighter pass
- ☐ Weekend crowds? Visit before Monday, such as Sunday evening
- ☐ Day porter hours: _____
- ☐ Porter keeps restrooms stocked and the lobby tidy during business hours
- ☐ Porter and night crew tasks listed separately, no doubling up

Keeping the scope current

- ☐ First-month review walk: _____
- ☐ Tasks to add, drop or move to another frequency marked
- ☐ Updated when the team grows or a room changes use
- ☐ Updated when a tenant moves in or out
- ☐ Entrance needs checked for rainy-month grit
- ☐ Yearly walk with the list in hand

Notes