Office cleaning schedule template

Tick one cadence per area, write who covers it, then post the sheet and review it monthly.

Facility _____ **Month of** _____

Posted by _____ **Next review** _____

Shared areas

	AREA	DAILY	WEEKLY	MONTHLY	PERIODIC	COVERED BY
☐	Entry and reception					
☐	Restrooms					
☐	Breakroom or kitchen					
☐	Conference rooms					
☐	Hallways and stairs					
☐						
☐						

Work areas

	AREA	DAILY	WEEKLY	MONTHLY	PERIODIC	COVERED BY
☐	Open workspace					
☐	Private offices					
☐	Copy and print corner					
☐	Storage and supply rooms					
☐						
☐						

Floors, glass and waste

	AREA	DAILY	WEEKLY	MONTHLY	PERIODIC	COVERED BY
☐	Hard floors					
☐	Carpeted areas					
☐	Interior glass					
☐	Trash and recycling					
☐						

Before you post it

- [ ] Every area on the floor plan has a row
- [ ] One cadence ticked in each row
- [ ] Covered by filled in for every row
- [ ] Copy sent to your cleaning contact
- [ ] Posted where staff and the crew both pass

Monthly review

- [ ] Comments on rows that fell behind read through
- [ ] Cadence changes agreed with your cleaning contact
- [ ] Rows added for new rooms, closed rooms struck
- [ ] Clean sheet printed for the month ahead

Notes