Cleaning schedule template

Mark the rhythm for each area, name who covers it, and initial each box once done.

Facility _____ **Month of** _____

Posted by _____ **Next review** _____

Front of house

	AREA	DAILY	WEEKLY	MONTHLY	PERIODIC	COVERED BY
☐	Entry and vestibule					
☐	Reception					
☐	Waiting area					
☐	Entry mats					
☐	Interior glass					

Work areas

	AREA	DAILY	WEEKLY	MONTHLY	PERIODIC	COVERED BY
☐	Open workstations					
☐	Private offices					
☐	Meeting rooms					
☐	Copy and print corner					
☐	Supply and storage rooms					

Shared rooms

	AREA	DAILY	WEEKLY	MONTHLY	PERIODIC	COVERED BY
☐	Restrooms					
☐	Breakroom and kitchen					
☐	Hallways and stairs					
☐	Trash and recycling points					

Floors

	AREA	DAILY	WEEKLY	MONTHLY	PERIODIC	COVERED BY
☐	Hard floor care					
☐	Carpet care					
☐	Stairwell treads					

Your building's own areas

	AREA	DAILY	WEEKLY	MONTHLY	PERIODIC	COVERED BY
☐						
☐						
☐						
☐						

Monthly review

- ☐ Missed rows written into your notes
- ☐ Rooms that fell behind moved to a busier column
- ☐ Covered by updated for any change in who does the work
- ☐ Clean sheet posted with the new month at the top

Notes