Cleaning schedule template

Write each area down the left, tick its cadence, add who handles it and post the sheet.

Facility _____ **Week or month of** _____

Posted by _____ **Review date** _____

Front of house and shared spaces

	AREA OR TASK	DAILY	WEEKLY	MONTHLY	PERIODIC	WHO
☐	Entrance and lobby					
☐	Reception					
☐	Corridors and stairs					
☐	Elevators					
☐	Meeting rooms					
☐						
☐						

Work and support rooms

	AREA OR TASK	DAILY	WEEKLY	MONTHLY	PERIODIC	WHO
☐	Open work areas					
☐	Private offices					
☐	Restrooms					
☐	Kitchen or breakroom					
☐	Copy and supply rooms					
☐	Storage					
☐						
☐						

Floors and periodic jobs

	AREA OR TASK	DAILY	WEEKLY	MONTHLY	PERIODIC	WHO
☐	Carpet					
☐	Hard floors					
☐	Entry mats					
☐	Interior glass					
☐	High dusting					
☐						

Weekly review

- [ ] Every area has a cadence ticked
- [ ] Every line has a name under Who: your staff or the cleaning crew
- [ ] Lines that slipped are circled, with a short note on why
- [ ] Notes passed to your cleaning contact
- [ ] Fresh copy posted for the next week or month

Notes