Office cleaning schedule

Tick each rhythm a room gets, put a month in Periodic, and fill in Done by.

Office or suite _____ **Month of** _____

Posted by _____ **Copies posted at** _____

Shared rooms

	ROOM	DAILY	WEEKLY	MONTHLY	PERIODIC	DONE BY
☐	Reception and entry					
☐	Restrooms					
☐	Breakroom and kitchenette					
☐	Conference rooms					
☐	Open workspace					
☐	Private offices					
☐	Hallways and stairs					
☐	Copy and mail area					

Floors, glass and trash

	AREA	DAILY	WEEKLY	MONTHLY	PERIODIC	DONE BY
☐	Hard floors					
☐	Carpet					
☐	Entry mats					
☐	Interior glass and partitions					
☐	Trash and recycling					

Rooms only your office has

	ROOM	DAILY	WEEKLY	MONTHLY	PERIODIC	DONE BY
☐						
☐						
☐						
☐						

Before you post it

- ☐ Every room listed, including your own additions
- ☐ Each row ticked under every rhythm that applies
- ☐ Periodic cells show a month, not a tick
- ☐ Done by filled in on every row: Crew, Staff or Both
- ☐ Copy hung where your team and the evening crew both pass

Monthly look-back

- ☐ Cells that slipped circled and talked through
- ☐ Crew changes passed to your cleaning contact
- ☐ Fresh copy printed and the old one filed

Notes