Cleaning schedule template

Tick how often each area gets cleaned, name who does it, then post a copy.

Facility _____ **Month of** _____

Posted by _____ **Next review** _____

Rooms and shared spaces

	AREA	DAILY	WEEKLY	MONTHLY	PERIODIC	DONE BY
☐	Reception and entry					
☐	Open work areas					
☐	Private offices					
☐	Meeting rooms					
☐	Breakroom					
☐	Restrooms					
☐	Hallways and stairs					
☐	Storage and records rooms					
☐						
☐						

Floors and glass

	SURFACE	DAILY	WEEKLY	MONTHLY	PERIODIC	DONE BY
☐	Hard floors					
☐	Carpet					
☐	Entry mats					
☐	Interior glass and doors					
☐						
☐						

Tasks your staff keep

	TASK	DAILY	WEEKLY	MONTHLY	PERIODIC	DONE BY
☐						
☐						
☐						
☐						
☐						

Before you post it

- [ ] Every area on the floor has a row
- [ ] Each row has one rhythm ticked
- [ ] Done by filled in on every line
- [ ] Copy posted in the supply closet
- [ ] Copy posted on the breakroom board
- [ ] Next review date set

Notes