Cleaning schedule template

Tick each area's cadence, name who does it, and initial cells as work gets done.

Facility _____ **Period covered** _____

Posted by _____ **Review on** _____

Before you post it

- ☐ Every area written on its own row
- ☐ Cadence marked on each row
- ☐ Who cell filled on every row
- ☐ Day or week noted in weekly and monthly cells
- ☐ Sheet posted where staff and crew both pass

Front of house

	AREA	DAILY	WEEKLY	MONTHLY	PERIODIC	WHO
☐	Entry and reception					
☐	Restrooms					
☐	Breakroom or kitchenette					
☐	Conference rooms					
☐						
☐						

Work and back areas

	AREA	DAILY	WEEKLY	MONTHLY	PERIODIC	WHO
☐	Desks and workstations					
☐	Private offices					
☐	Hard floors					
☐	Carpet					
☐	Storage or supply rooms					
☐						

Your own areas

	AREA	DAILY	WEEKLY	MONTHLY	PERIODIC	WHO
☐						
☐						
☐						
☐						

Sign-off

- ☐ Ticks and initials confirmed
- ☐ Circled cells followed up
- ☐ Notes passed to the cleaning company
- ☐ Fresh copy posted
- ☐ Old sheet filed

Notes