Salinas
COMMERCIAL CLEANING

PRINTABLE TEMPLATE

Office cleaning schedule

Tick one cadence per area, write Staff or Crew under Done by, and initial when checked.

Facility _____ **Month of** _____

Posted by _____ **Next review** _____

Front office and shared rooms

	AREA	DAILY	WEEKLY	MONTHLY	DONE BY	CHECKED
☐	Reception and entry					
☐	Desks and workstations					
☐	Conference rooms					
☐	Restrooms					
☐	Breakroom					
☐	Kitchen counters and appliances					
☐	Hallways and stairs					
☐	Trash and recycling points					

Crew and support areas

	AREA	DAILY	WEEKLY	MONTHLY	DONE BY	CHECKED
☐	Locker or changing rooms					
☐	Time clock and briefing room					
☐	Shed or warehouse office					
☐	Entry mats					
☐	Doorway by the loading area					
☐						
☐						

Periodic work

	TASK	PLANNED FOR	DONE BY	CHECKED
☐	Carpet extraction			
☐	Hard floor scrubbing and recoating			
☐	Interior glass and partitions			
☐	High dusting			
☐	Restroom deep clean			

Monthly review

- [ ] Every area on the property listed
- [ ] One cadence box ticked for each area
- [ ] Done by filled in on every line
- [ ] Sheet posted where staff and crew both pass
- [ ] Blank Checked boxes marked with a reason
- [ ] Changes for next month written in the notes
- [ ] Last month's sheet filed

Notes