Office cleaning schedule

Tick each zone's rhythm and note whose job it is. Pin one copy in the closet.

Facility _____ **Floor or suite** _____

Week or month of _____ **Posted by** _____

Building zones

	ZONE	EACH DAY	EACH WEEK	EACH MONTH	PERIODIC	WHOSE JOB
☐	Lobby and reception					
☐	Entry glass and doors					
☐	Open work areas					
☐	Private offices					
☐	Conference rooms					
☐	Phone booths and wellness rooms					
☐	Restrooms					
☐	Breakroom and kitchen					
☐	Copy and print area					
☐	Hallways and stairs					
☐	Lab or production support					
☐	Hard floors					
☐	Carpet					

Zones of your own

	ZONE	EACH DAY	EACH WEEK	EACH MONTH	PERIODIC	WHOSE JOB
☐						
☐						
☐						
☐						
☐						

Whose job

- ☐ Every ticked box has initials, Staff or Crew
- ☐ Staff lines checked with your own team
- ☐ Crew lines checked with your cleaning contact
- ☐ Notes lines used when a zone's split needs a word of explanation

Posting and month-end walk

- ☐ Copy pinned inside the janitorial closet
- ☐ Copy with the facility manager
- ☐ Copy by the breakroom where staff share duties
- ☐ Floor walked with the sheet at month end
- ☐ Changes taken to your contact with us

Notes