CONCORD JANITORIAL

PRINTABLE TEMPLATE

Commercial cleaning schedule

Write each area's work under its cycle, mark who does it, and initial cells when done.

Facility _____ **Week or month of** _____

Posted by _____ **Cleaning contact** _____

Front of house

	AREA	DAILY	WEEKLY	MONTHLY	PERIODIC	DONE BY
☐	Entry and lobby					
☐	Reception					
☐	Conference rooms					
☐	Private offices					
☐	Open workstations					
☐						

Shared and wet areas

	AREA	DAILY	WEEKLY	MONTHLY	PERIODIC	DONE BY
☐	Restrooms					
☐	Breakroom or kitchen					
☐	Copy and mail room					
☐						
☐						

Floors and glass

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

Month-end sign-off

	WEEK OF	LINES MISSED	INITIALS
☐			
☐			
☐			
☐			
☐			

Before you post it

- [ ] Areas you do not have crossed out
- [ ] Every listed area has a Done by entry
- [ ] Shared rows split between staff and crew
- [ ] Sheet posted where both teams pass it, copy on file
- [ ] Cleaning contact told about any changes for next month

Notes