Office cleaning schedule, room by room

Write each room in, tick one rhythm per row, add a name under Who, then post two copies.

Facility _____ **Floor or suite** _____

Month of _____ **Posted by** _____

Next review _____

Rooms in use all day

	ROOM	DAILY	WEEKLY	MONTHLY	PERIODIC	WHO
☐	Reception and lobby					
☐	Open workstations					
☐	Private offices					
☐	Meeting rooms					
☐	Breakroom					
☐	Restrooms					
☐	Copy corner					
☐						
☐						

Rooms that go longer between visits

	ROOM	DAILY	WEEKLY	MONTHLY	PERIODIC	WHO
☐	Storage and file rooms					
☐	Spare offices					
☐	Back stairwells					
☐	Entry mats and glass doors					
☐						
☐						

Project dates

	PROJECT	MONTH	WHO	INITIALS
☐	Carpet extraction			
☐	Floor finish care			
☐	Interior glass detailing			
☐				
☐				

Ready to hang

- ☐ A row for every room on the floor
- ☐ A single rhythm ticked per row
- ☐ Who filled in on every line
- ☐ One copy where the crew starts, one on the staff board

Each week and each month

- ☐ Ticks and initials checked against the rooms
- ☐ Slipped lines circled and handed to their owner
- ☐ Fresh copy printed when the month turns
- ☐ Whole page reread with your team on the Next review date

Notes