SF Janitorial

PRINTABLE TEMPLATE

Commercial cleaning schedule template

List areas, tick each rhythm, name who covers it, then post the sheet and review it.

Facility _____ **Month of** _____

Posted by _____ **Review date** _____

Front of house

	AREA	DAILY	WEEKLY	MONTHLY	PERIODIC	WHO
☐	Entrance and lobby					
☐	Reception desk					
☐	Conference rooms					
☐	Workstations					
☐	Private offices					
☐						
☐						

Shared and back of house

	AREA	DAILY	WEEKLY	MONTHLY	PERIODIC	WHO
☐	Restrooms					
☐	Breakroom or pantry					
☐	Hallways and stairs					
☐	Copy and mail area					
☐	Storage or supply room					
☐						
☐						

Floors and glass

	AREA	DAILY	WEEKLY	MONTHLY	PERIODIC	WHO
☐	Carpeted areas					
☐	Hard floors					
☐	Entry glass and doors					
☐	Interior glass					
☐						

Who covers what

- ☐ Tasks your own team handles marked Staff
- ☐ Tasks the cleaning company covers marked Crew
- ☐ Shared areas note how the split works
- ☐ No row left with an empty Who cell

Posting and review

- ☐ Sheet posted where staff and crew both pass
- ☐ Second copy kept with your cleaning company notes
- ☐ Grid read against your notes on the review date
- ☐ Drifting areas moved to one owner
- ☐ New month filled in and posted in the same spot

Notes