

OFFICE CLEANING SCHEDULE

WEEK OF: _____ DEPT: _____ SUPERVISOR: _____

CLEANING TASK	FREQUENCY	M	T	W	T	F	INITIALS
Individual Workstations							
Sanitize desk surfaces & peripherals	Daily						
Empty individual waste bins	Daily						
Common Areas & Kitchenette							
Wipe down coffee machine & appliances	Daily						
Clear & sanitize meeting tables	Daily						
Refrigerator deep clean/purge	Weekly						
General Maintenance							
Disinfect door handles & light switches	Daily						

CLEANING TASK	FREQUENCY	M	T	W	T	F	INITIALS
Dust high shelves & window ledges	Weekly						

* Ensure all cleaning chemicals are stored safely after use. Verified By:
