FREMONT
COMMERCIAL CLEANING

PRINTABLE TEMPLATE

Office cleaning schedule

Tick each line's pace, name who handles it, and review the sheet weekly.

Facility _____ **Week or month of** _____

Posted by _____ **Cleaning company contact** _____

Arrival and meeting spaces

	AREA	DAILY	WEEKLY	MONTHLY	PERIODIC	HANDLED BY
☐	Entry doors and lobby glass					
☐	Reception counter					
☐	Conference and huddle rooms					
☐	Corridors and stairwells					

Desks and offices

	AREA	DAILY	WEEKLY	MONTHLY	PERIODIC	HANDLED BY
☐	Open workstations					
☐	Private offices					
☐	Copy and supply corner					
☐	Door handles, switches and shared phones					

Breakroom and restrooms

	AREA	DAILY	WEEKLY	MONTHLY	PERIODIC	HANDLED BY
☐	Breakroom counters and sink					
☐	Coffee station					
☐	Fridge clean-out					
☐	Restroom fixtures and counters					
☐	Restroom restocking					

Floors, glass and high spots

	AREA	DAILY	WEEKLY	MONTHLY	PERIODIC	HANDLED BY
☐	Hard floors					
☐	Carpet vacuuming					
☐	Carpet extraction					
☐	Interior glass and partitions					
☐	Vents and high ledges					

Your extra areas

	AREA	DAILY	WEEKLY	MONTHLY	PERIODIC	HANDLED BY
☐						
☐						
☐						

Weekly look-back

- ☐ Every line has a ticked rhythm and a name in Handled by
- ☐ Missed lines noted and passed to your cleaning contact
- ☐ Office changes (new hires, closed rooms, longer hours) added to the grid
- ☐ Periodic lines show the month they are due
- ☐ Full sheet filed and a fresh copy posted

Notes