DENALI
INDUSTRIAL CLEANING

PRINTABLE TEMPLATE

Office cleaning schedule

Write tasks under the right cadence, name who covers each row, initial the sign-off.

Facility _____ **Month of** _____

Posted by _____ **Posted at** _____

Cleaning company contact _____

Front office and shared rooms

	ROOM OR SURFACE	DAILY	WEEKLY	MONTHLY	PERIODIC	COVERED BY
☐	Reception and entry					
☐	Private offices					
☐	Open workstations					
☐	Conference rooms					
☐	Hallways and stairs					

Breakroom, restrooms and support rooms

	ROOM OR SURFACE	DAILY	WEEKLY	MONTHLY	PERIODIC	COVERED BY
☐	Kitchen and breakroom					
☐	Office restrooms					
☐	Locker room by the plant					
☐	Janitor closet and supply shelf					

Floors and glass

	ROOM OR SURFACE	DAILY	WEEKLY	MONTHLY	PERIODIC	COVERED BY
☐	Carpet					
☐	Hard floors					
☐	Glass partitions and interior windows					
☐	Mats at each entry					

Rooms unique to your site

	ROOM OR SURFACE	DAILY	WEEKLY	MONTHLY	PERIODIC	COVERED BY
☐						
☐						
☐						

Weekly sign-off

WEEK	YOUR STAFF	CLEANING CREW	NOTES
☐ Week 1			
☐ Week 2			
☐ Week 3			
☐ Week 4			
☐ Week 5			

End-of-month review

- ☐ Cells or weeks without initials circled and followed up
- ☐ Rooms that needed attention early moved to a tighter column
- ☐ Covered by changes passed to your cleaning contact
- ☐ Fresh sheet posted for the new month

Notes