STOCKTON JANITORIAL

PRINTABLE TEMPLATE

Commercial cleaning schedule: areas, cadence and who handles each

Tick each area's cadence, add who handles it, post it and sign off weekly.

Facility _____ **Month of** _____

Posted by _____ **Next review** _____

Shared and public areas

	AREA	DAILY	WEEKLY	MONTHLY	PERIODIC	HANDLED BY
☐	Entry and lobby					
☐	Reception counter					
☐	Corridors and stairs					
☐	Elevators					
☐	Conference rooms					

Work areas

	AREA	DAILY	WEEKLY	MONTHLY	PERIODIC	HANDLED BY
☐	Open-plan desks					
☐	Private offices					
☐	Breakroom and kitchenette					
☐	Copy and supply room					

Floors and glass

	AREA	DAILY	WEEKLY	MONTHLY	PERIODIC	HANDLED BY
☐	Entry mats					
☐	Hard-floor lanes					
☐	Glass partitions and inside windows					
☐	Carpet					

Restrooms and support rooms

	AREA	DAILY	WEEKLY	MONTHLY	PERIODIC	HANDLED BY
☐	Restrooms					
☐	Janitor closet					
☐	Locker or changing room					
☐	Waste and recycling points					
☐	Loading dock or back entry					

Your own areas

AREA	DAILY	WEEKLY	MONTHLY	PERIODIC	HANDLED BY
☐					
☐					
☐					

Weekly sign-off

- ☐ No row left without at least one tick
- ☐ Handled by filled in all the way down
- ☐ Misses from the week circled and reported to your contact
- ☐ Ideas for next month jotted in the margin
- ☐ New month started on a clean sheet

Notes