ELK GROVE
JANITORIAL

PRINTABLE TEMPLATE

Commercial cleaning schedule

Tick one rhythm per area and write who handles it. Circle any row that slips.

Facility _____ **Week or month of** _____

Posted by _____ **Staff contact** _____

Cleaning company contact _____

Entry and reception

	AREA	DAILY	WEEKLY	MONTHLY	QUARTERLY OR LONGER	ASSIGNED TO
☐	Entry glass and doors					
☐	Reception counter and seating					
☐	Walk-off mats					
☐						

Offices and meeting rooms

	AREA	DAILY	WEEKLY	MONTHLY	QUARTERLY OR LONGER	ASSIGNED TO
☐	Desks and work surfaces					
☐	Conference tables and chairs					
☐	Trash and recycling bins					
☐	Carpeted work areas					
☐						

Kitchen, restrooms and supply areas

	AREA	DAILY	WEEKLY	MONTHLY	QUARTERLY OR LONGER	ASSIGNED TO
☐	Breakroom counters and sink					
☐	Refrigerator and microwave					
☐	Restrooms					
☐	Supply closet					
☐						

Floors, glass and high places

	AREA	DAILY	WEEKLY	MONTHLY	QUARTERLY OR LONGER	ASSIGNED TO
☐	Hard floors					
☐	Carpet deep cleaning					
☐	Interior glass and partitions					
☐	Vents and high ledges					
☐						

Before you post it

- ☐ Every area walked and listed
- ☐ One rhythm ticked per row
- ☐ A name or role in every Assigned to cell
- ☐ Copy given to the cleaning company

Month-end review

- ☐ Circled rows read and discussed
- ☐ Busier areas moved to a shorter rhythm
- ☐ Changes sent to your cleaning contact
- ☐ Fresh sheet posted, old one filed

Notes