[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Cleaning schedule

What gets cleaned, how often, and by whom - with a sign-off trail.

Site: _____

Week starting: _____

Cleaning contractor / team: _____

Daily tasks

Area	Task	Mon	Tue	Wed	Thu	Fri
[e.g. reception]	[Vacuum, bins]					
[e.g. washrooms]	[Clean, restock]					
[e.g. kitchen]	[Surfaces, bins]					

Weekly and monthly tasks

(1) Task: _____

Frequency: _____

Week done: _____

Signed: _____

(2) Task: _____

Frequency: _____

Week done: _____

Signed: _____

Issues reported

(1) Date: _____

Issue: _____

Reported to: _____

Sign-off

Cleaner: _____ **Checked by:** _____ **Date:** _____