

# COMMERCIAL CLEANING SCHEDULE



**Reception Area** S M T W T F S

Straighten floor mats							
Clean light switches							
Clean window sills							
Empty trash/replace liner							
Mop floors							
Clean front door/glass							
Vacuum carpets							
Clean front desk							
Organize reading materials							

**Conference & Meeting Areas** S M T W T F S

Vacuum entire floor							
Clean White Boards							
Straighten/Align Chairs and tables							
Clean/Disinfect all horizontal surfaces							
Empty trash/replace liner							
Dust blinds							
Clean Windows							

**Main Office** S M T W T F S

Tidy desks							
Clean window sills							
Mop floors							
Empty trash/replace liner							
Clean/Disinfect all horizontal surfaces							
Clean telephones							
Clean partitions							
Dust wall decor							

**Hallways & Stairs** S M T W T F S

Clean work surfaces							
Mop floors							

**Restrooms** S M T W T F S

Clean/Disinfect sinks							
Refill hand soap							
Empty trash/replace liner							
Refill toilet paper							
Clean mirrors/glass							
Clean/Disinfect toilets							
Dust fittings and wall decor							
Mop/Disinfect floors							

**Kitchen** S M T W T F S

Clean work surfaces							
Mop floors							
Clean sinks							
Refill towels							
Refill hand soap							
Clean out refrigerator							
Change/laundry towels							
Wash dishes							
Vacuum entire floor							
Empty trash/replace liner							
Wash out coffee machine							

**Miscellaneous** S M T W T F S

Clean vending machines							
Clean/Disinfect water-fountains							
Clean elevators and lifts							

**NOTES** \_\_\_\_\_  
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