STOCKTON
COMMERCIAL CLEANING

PRINTABLE TEMPLATE

Cleaning schedule

Write each area once, mark the timing boxes it needs, and put a name under Done by.

Facility _____ **Week or month of** _____

Posted by _____ **Building contact** _____

Entry and front rooms

	AREA	DAILY	WEEKLY	MONTHLY	PERIODIC	DONE BY
☐	Entrance glass and mats					
☐	Lobby or reception					
☐	Private offices					
☐	Conference rooms					
☐						
☐						

Shared rooms

	AREA	DAILY	WEEKLY	MONTHLY	PERIODIC	DONE BY
☐	Restrooms					
☐	Breakroom or pantry					
☐	Corridors and stairwells					
☐	Copy and supply rooms					
☐						
☐						

Back of house

	AREA	DAILY	WEEKLY	MONTHLY	PERIODIC	DONE BY
☐	Dock office					
☐	Locker rooms					
☐	Warehouse or production floor					
☐	Shop or maintenance areas					
☐						
☐						

Periodic jobs

	TASK	PLANNED FOR	DONE BY
☐	Carpet cleaning		
☐	High dusting		
☐	Window cleaning		
☐	Hard floor refinishing		
☐			

End-of-period review

- ☐ Empty boxes circled and followed up
- ☐ Areas moved to a new column where needed
- ☐ Every Done by entry still correct
- ☐ Patterns raised with the crew lead
- ☐ Fresh sheet posted for the next week or month

Notes