SANTA CRUZ
JANITORIAL

PRINTABLE TEMPLATE

Cleaning schedule template

List each area's tasks by cadence, name who does them, and initial as work is done.

Facility _____ **Week or month of** _____

Posted by _____

Shared and visitor areas

	AREA	DAILY	WEEKLY	MONTHLY	PERIODIC	DONE BY
☐	Entry and reception					
☐	Restrooms					
☐	Breakroom and kitchen					
☐	Meeting rooms					
☐						
☐						

Work areas

	AREA	DAILY	WEEKLY	MONTHLY	PERIODIC	DONE BY
☐	Workstations					
☐	Private offices					
☐	Hallways and stairs					
☐						
☐						
☐						

Floors and glass

	SURFACE	DAILY	WEEKLY	MONTHLY	PERIODIC	DONE BY
☐	Hard floors					
☐	Carpet					
☐	Interior glass					
☐						
☐						

Posting the sheet

- ☐ Sheet pinned where your staff and the cleaning crew both pass
- ☐ Every row has one name in Done by: Staff or Crew
- ☐ Cells left empty where nothing is due at that pace
- ☐ Initials added as each job is finished
- ☐ Periodic jobs show the month they are booked

Monthly review

- [ ] Filed sheets read for blank cells and repeat misses
- [ ] Rows or Done by names changed to match what you found
- [ ] Busy-season copy ready with the extra daily and weekly work
- [ ] Finished periodic dates noted and the next one carried forward
- [ ] Old sheets filed in the folder

Notes