Continental

PRINTABLE TEMPLATE

Cleaning schedule template

Tick the rhythm for each area, write who covers it, and post a copy where crews see it.

Property _____ **Month of** _____

Prepared by _____

Interior areas

	AREA	DAILY	WEEKLY	MONTHLY	PERIODIC	COVERED BY
☐	Lobbies and entrances					
☐	Restrooms					
☐	Breakrooms and kitchens					
☐	Open offices and suites					
☐	Conference rooms					
☐	Elevators and stairwells					
☐	Hard floors					
☐	Carpet					
☐	Interior glass					
☐						
☐						

Exterior and grounds

	AREA	DAILY	WEEKLY	MONTHLY	PERIODIC	COVERED BY
☐	Parking lot					
☐	Walkways and plazas					
☐	Landscaped beds and lawn					
☐	Dumpster enclosure					
☐	Building front					
☐						
☐						

Posting and review

- [ ] Property, Month of and Prepared by filled in
- [ ] Each rhythm checked against the frequency guides
- [ ] Unused rows crossed out
- [ ] Shared areas split by who covers what
- [ ] Copy pinned in the custodial closet or staff entrance
- [ ] Copy sent to every party in the Covered by column
- [ ] Original filed with the property records
- [ ] Month-end walk done and changes noted
- [ ] Fresh copy started for next month

Notes