

Cleaning Scope by Area and Cycle

List the areas in the order a cleaner reaches them from the front door, then write a cycle beside every task. Walk the building with this sheet each quarter and keep a dated copy of each version.

Office _____

Address _____

Prepared by _____

Date _____

Next quarterly review _____

Route through the building

ORDER	AREA	NIGHTS PER WEEK
☐ 1	Entry and reception	
☐ 2	Open workstations	
☐ 3	Private offices	
☐ 4	Conference rooms	
☐ 5	Restrooms	
☐ 6	Breakroom or kitchen	
☐ 7	Back corridors and storage	

Entry, workstations and conference rooms

TASK	CYCLE
☐ Entry bins emptied	Nightly
☐ Reception counter and door handles wiped	Nightly
☐ Fingerprints cleared from the entry door glass	Nightly
☐ Entry floor vacuumed or mopped	Nightly
☐ Workstation trash and recycling	Nightly
☐ Light switches, shared equipment and door hardware	Nightly
☐ Private office trash and vacuuming	Two or three nights a week
☐ Conference tables wiped and chairs set back	
☐ Glass partitions spot-cleaned	

Restrooms and breakroom

TASK	CYCLE
☐ Fixtures cleaned and sanitized	Nightly
☐ Mirrors and partitions wiped	Nightly
☐ Restroom floors mopped	Nightly
☐ Soap, paper and liners restocked	Nightly
☐ Breakroom counters, sinks and tables	Nightly
☐ Breakroom bins and appliance fronts	Nightly
☐ Inside of the breakroom microwave	Monthly

Weekly and monthly corners

TASK	CYCLE
☐ Ledges and low partitions dusted	Weekly
☐ Chair arms wiped	Weekly
☐ Interior door glass cleaned throughout	Weekly
☐ Baseboards wiped	Monthly
☐ Vents within reach	Monthly
☐ Edges the vacuum misses	Monthly

Periodic floor work, priced separately

JOB	FLOOR OR AREA	QUIET WEEK BOOKED
☐ Scrubbing for hard floors		
☐ Recoating for hard floors		
☐ Burnishing for hard floors		
☐ Extraction for carpet		

Evidence and quarterly review

- ☐ Bins checked for how full they are by evening
- ☐ Restroom that draws comments: _____
- ☐ Breakroom checked on a Friday afternoon
- ☐ Rooms that look rough before the next visit given a higher frequency
- ☐ Rooms that look untouched dropped to alternate nights
- ☐ Rooms whose use has changed marked on the quarterly walk
- ☐ New rooms added on their own lines, unused rooms removed

Notes
