

Office Cleaning Schedule

Company Name
Company Address
City/State/Country

Phone # 416-123-1234
Fax # 416-978-6789
www.scheduletemplate.org

Date	Clean & Tidy (Hourly)				
	Wipe desks & Interior	Check/Wipe toilets	Pick Up Litter	Empty Bins	Washing dishes
7/8/2020					
Inspection					
9:00 AM					
10:00 AM					
11:00 AM					
Inspection					
12:00 AM					
1:00 PM					
2:00 PM					
Inspection					
3:00 PM					
4:00 PM					
5:00 PM					
Deep cleaning					

Date	Check Stock (as required)				
	Copy & Print Paper	Toilet articles	Stationery	Feminine Hygiene	Air Freshner
7/9/2020					
Inspection					
12:00 PM					
1:00 PM					
2:00 PM					
Inspection					
12:00 AM					
1:00 PM					
2:00 PM					
Inspection					
6:00 PM					
7:00 PM					
8:00 PM					
Deep cleaning					

signed by