



Sample Task Schedule

Customized to Client's Needs

Daily tasks - five times per week

Spot clean glass entrance doors and windows
Straighten magazines and furniture in waiting rooms and public areas
Empty trash and take to on-site dumpster
Clean, sanitize and polish water fountains
Clean and polish mirrors
Clean, sanitize and polish faucets
Clean and sanitize sinks
Clean and sanitize toilets
Refill toilet paper, paper towels and soap
Clean and sanitize counters and tables in break/lounge areas
Place any utensils left out in sink
Sweep and mop tile floors
Vacuum carpeted areas and mats

Weekly tasks

Dust telephone sets, computer screens, calculators, copiers
Dust furniture, as available e.g. desks, tables, counter tops and file cabinets
Dust ledges and chair rails
Clean glass on desks as available
Sanitize handrails in rest rooms
Clean and sanitize bases of toilets

Monthly tasks

Dust picture frames, windowsills, doorframes and baseboards
Detailed vacuuming, e.g. between chairs and walls in waiting rooms
Buff tile floors

Quarterly tasks

Dust bases of office chairs and waiting room chairs as applicable
Remove cobwebs from ceiling areas

Semi-annual tasks

Vacuum vents in rest rooms
Vacuum HVAC vents
Clean carpet

Annual tasks

Strip and wax tile floors

As necessary

Clean trash cans

Change trash can liners

Miscellaneous

Report any malfunction of building fixtures or utilities to on-site contact

Comply with OSHA guidelines

Routine inspections to ensure quality