Ashford Business Services Ltd

Cleaning schedule

What gets cleaned, how often, and by whom - with a sign-off trail.

Site	Site
Week starting	9 November 2026
Cleaning contractor / team	Sarah Mitchell

Daily tasks

Area	Task	Mon	Tue	Wed	Thu	Fri
Reception	Vacuum, bins					
Washrooms	Clean, restock					
Kitchen	Surfaces, bins					

Weekly and monthly tasks

Task	Frequency	Week done	Signed
Windows	Monthly		
Deep clean kitchen	Monthly		

Issues reported

Date	Issue	Reported to
9 November 2026	Issue as agreed at the meeting.	Sarah Mitchell

Sign-off

Cleaner	Checked by	Date