[Company name]

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Cleaning schedule

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

Site	[Site]
Week starting	[Date]
Cleaning contractor / team	[Name]

Daily tasks

Area	Task	Mon	Tue	Wed	Thu	Fri
[e.g. reception]	[Vacuum, bins]					
[e.g. washrooms]	[Clean, restock]					
[e.g. kitchen]	[Surfaces, bins]					

Weekly and monthly tasks

Task	Frequency	Week done	Signed
[e.g. windows]	[Monthly]		
[e.g. deep clean kitchen]	[Monthly]		

Issues reported

Date	Issue	Reported to
[Date]	[Issue]	[Name]

Sign-off

Cleaner	Checked by	Date