



	Daily	Weekly	Fortnightly	Monthly
Main office areas				
Empty bins and replace liner if appropriate				
Brush/hover all hard surface floors				
Mop all hard surface floors				
Hoover all carpets including under desks				
Dust/wipe desk tops, cabinets, chairs				
Dust/Wipe telephones				
Wipe windowsills				
Additional:				
Restrooms				
Empty bins and replace liner if appropriate				
Brush/hover all hard surface floors				
Mop all hard surface floors				
Hoover all carpets				
Clean and sanitize toilets/urinals and sinks				
Clean and polish mirrors				
Wipe splash backs behind sinks				
Refill dispenser's/toilet rolls/hand towels				
Additional:				
Kitchen/Staff room				
Empty bins and replace liner if appropriate				
Brush/hover all hard surface floors				
Mop all hard surface floors				
Hoover all carpets				
Stock and empty dishwasher				
Hand wash dishes				
Wipe all surfaces				
Keep all kitchen appliances clean				
Empty fridge of out of date products				
Additional:				
Extras				
Wipe blinds				
Clean Windows Inside				
Defrost fridge				

Client Signature

Date:

Management Signature

Date:

Cleaner Signature

Date: