



# Office Cleaning Schedule

Business Name: \_\_\_\_\_

Contact: \_\_\_\_\_ Service Address: \_\_\_\_\_

email: \_\_\_\_\_ Phone: \_\_\_\_\_

Services provided for all areas as needed: Clean, sanitize, disinfect, pick up, empty, dust, wipe, polish, sweep, vacuum, rinse, mop, inspect & stock items.  
**CDC Guidelines strictly followed.**

AREAS	ITEMS	FREQUENCY					AREAS	ITEMS	FREQUENCY				
<b>RESTROOMS</b>	#	D	W	B	M	Other	<b>EXTERIOR</b>	#	D	W	B	M	Other
Toilets, Urinals							Trash & receptacles						
Sinks (counter, mirror)							Seating, parking signs						
Floor, Drain							Sidewalks, steps, railing						
Walls, Partitions, Doors							Doors & windows						
Trash & receptacles							Other:						
Dispensers & re-stocking							<b>LUNCH/BREAKROOM</b>	#	D	W	B	M	Other
Vents, lights							Floors, rugs						
Complete Top to Bottom							Tables, chairs						
Other:							Trash, receptacles						
<b>OPEN AREAS</b>	#	D	W	B	M	Other	Sink, Counters						
Floors, rugs							Windows, blinds						
Trash, receptacles							Appliances						
Glass doors & partitions							Walls, cabinets						
Desk/Tabletop, Surfaces							Vents, lights						
Electronics, Art, Displays							Complete Top to Bottom						
Windows, Blinds							Other:						
Chairs, Upholstry							<b>OFFICES:</b>	#	D	W	B	M	Other
Drinking Fountain/Cooler							Horizontal surfaces						
Tidy Entrance areas							Windows, blinds						
Vents, lights							Vertical surfaces						
Complete Top to Bottom							Computer, peripherals						
Other:							Floor, rugs						
							As instructed (door hangers)						

**MISCELLANEOUS SERVICES (check box if interested)**

- Replace lightbulbs, batteries & other light maintenance as instructed
- Light shovel, salt, sweep of sidewalks/steps when on site between grounds service visits
- Outdoor grounds check (foliage, cracks, holes, etc)
- Indoor plant design, placement & maintenance. Choose from a variety of top air quality improvers.
- Entry mat deep cleaning & maintenance (vs cycled replacement)

COMMENTS, SPECIAL INSTRUCTIONS, OR OTHER SERVICES NEEDED: \_\_\_\_\_

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