



# CHICAGO OPERATIONS SCHEDULE 2026

Monday	Tuesday	Wednesday	Thursday	Friday
Ship out Returns & Trade-Ins	Ship out Returns & Trade-Ins	Ship out Returns & Trade-Ins	Ship out Returns & Trade-Ins	Ship out Returns & Trade-Ins
Cash Float Tracker	XM Weekly Cycle Count	Monthly CPE Count		
Schedules 4 week ShiftLabs & Teams	Open Orders	Interview new candidates		
PCI Checklist	Interview new candidates			
Interview new candidates	1 on 1s with employees			
1 on 1s with employees	bi-weekly ops call			
Cleanings: Vacuum, Mop, Restrooms, Countertops	Cleanings: Vacuum & organize CPE	Cleanings: Vacuum, Mop, Restrooms, Countertops	Cleanings: Vacuum & organize CPE	Cleanings: Vacuum, Mop, Restrooms, Countertops
Adjust timecards	Adjust timecards	Adjust timecards	Adjust timecards	Adjust timecards

Month	CPE Count Dates	Accessory Count & Recount Dates	XM Physical Count Dates
January	7 <sup>th</sup>	5 <sup>th</sup> & 12 <sup>th</sup>	27 <sup>th</sup>
February	4 <sup>th</sup>	2 <sup>nd</sup> & 9 <sup>th</sup>	24 <sup>th</sup>
March	4 <sup>th</sup>	2 <sup>nd</sup> & 9 <sup>th</sup>	24 <sup>th</sup>
April	1 <sup>st</sup>	6 <sup>th</sup> & 13 <sup>th</sup>	28 <sup>th</sup>
May	6 <sup>th</sup>	4 <sup>th</sup> & 11 <sup>th</sup>	26 <sup>th</sup>
June	3 <sup>rd</sup>	1 <sup>st</sup> & 8 <sup>th</sup>	23 <sup>rd</sup>
July	1 <sup>st</sup>	6 <sup>th</sup> & 13 <sup>th</sup>	28 <sup>th</sup>
August	5 <sup>th</sup>	3 <sup>rd</sup> & 10 <sup>th</sup>	25 <sup>th</sup>
September	2 <sup>nd</sup>	7 <sup>th</sup> & 14 <sup>th</sup>	22 <sup>nd</sup>
October	7 <sup>th</sup>	5 <sup>th</sup> & 12 <sup>th</sup>	27 <sup>th</sup>
Novemeber	4 <sup>th</sup>	2 <sup>nd</sup> & 9 <sup>th</sup>	17 <sup>th</sup>
December	2 <sup>nd</sup>	7 <sup>th</sup> & 14 <sup>th</sup>	15 <sup>th</sup>