

Daily, Weekly and Monthly Cleaning List

All items should be initialed and dated when completed.

Daily Cleaning List

Task	Initials	Dates and Times
<ul style="list-style-type: none">• Vacuuming all floor areas• Disinfectant mopping of all hard floor and surface areas• Empty waste bins, add new liners (wash as needed)• Clean all glass surfaces• Damp wipe with disinfectant all hard surfaces• Dry wipe polish brass and bright work• Spot clean walls and painted surfaces• Disinfect and wipe down door handles and light switches• Empty waste bins (wash and break room), add new liners• Disinfect and mop all floor surfaces• Disinfect and wipe down all hard surfaces and fixtures• Sanitize basins• Clean toilets (reload paper products as needed)• Refill soap dispensers• Clean all reflective surfaces• Use spray disinfectant on sides of all surfaces (toilets, doors, sinks, appliances, more)• Load dishwasher		

Weekly Cleaning List

Tasks	Initials	Dates and Times
<ul style="list-style-type: none">• Polish, buff all hardwood surfaces (floors and tables)• Squeegee glass windows• Empty refrigerator of all employee food, clean and disinfect• Empty and disinfect all trash receptacles		

Monthly Cleaning List

Tasks	Initials	Dates and Times
<ul style="list-style-type: none">• Vacuum all fabric chairs and vents• Dust all high surfaces, working top down		