

Area	Task	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Freq	Assigned To	Notes
Restroom	Wipe sinks and counters								Daily		
Restroom	Refill soap and paper towels								Daily		
Restroom	Clean toilets and urinals								Daily		
Restroom	Mop Floor								2X Weekly		
Office Space	Empty trash bins								Daily		
Office Space	Wipe desks								2X Weekly		
Office Space	Dust shelves and surfaces								Weekly		
Breakroom	Wipe down counters and tables								Daily		
Breakroom	Clean microwave interior								Weekly		
Breakroom	Disinfect fridge handles								Weekly		
Lobby	Vacuum floors								Daily		
Lobby	Clean glass doors								2X Weekly		
Lobby	Dust furniture								Weekly		
Conference	Wipe down table								2X Weekly		
Conference	Empty trash								Weekly		
Storage	Sweep floor								Weekly		
Storage	Wipe shelving								Monthly		



**THE DUTCH
CLEANERS**