

WORKPLACE CLEANING SCHEDULE

DAY/WEEK COMMENCING (DD/MM/YYYY):

PERSON(S) IN CHARGE:

PERSON(S) IN CHARGE NEXT TIME:

KITCHEN

☐ Wash dishes

☐ Put dishes and cutlery away

☐ Wipe down surfaces

☐ Wipe up any spills on surfaces and floors

☐ Throw away old food from fridge

☐ Empty the bin

☐ Write your own here...

☐ Write your own here...

WASHROOM

☐ Change hand towel

☐ Replace toilet roll (if empty)

☐ Wipe visible stains off sinks and counters

☐ Sort through recycling

☐ Empty the bin

☐ Write your own here...

☐ Write your own here...

☐ Write your own here...

OFFICE

☐ Dust desk surfaces and visible surfaces

☐ Brush up crumbs and spills

☐ Tidy away clutter

☐ File away completed paperwork

☐ Remove any recyclable materials

☐ Empty the bin

☐ Write your own here...

☐ Write your own here...

COMMUNAL AREAS

☐ Clear away clutter

☐ Straighten out books and magazines after use

☐ Plump cushions

☐ Dust visible surfaces (e.g. coffee tables)

☐ Remove any recyclable materials

☐ Empty the bin

☐ Write your own here...

☐ Write your own here...