|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ROOMS | | | | |  | BATHROOMS | | |
|  | | | | |  |  | | |
|  | 06:00 AM | | | Clean Rooms |  |  | 08:00 AM | Clean washrooms |
|  | 06:15 AM | | | Vacuum |  |  | 08:15 AM | Wipe down tubs |
|  | 06:30 AM | | | Takeout Garbage |  |  | 08:30 AM | Sweep and mop floors |
|  | 06:45 AM | | | Clean under bed |  |  | 08:45 AM | Wash bath rugs |
|  | 07:00 AM | | | Shampoo Carpet |  |  | 09:00 AM | Clean counters |
|  | 07:15 AM | | |  |  |  | 09:15 AM |  |
|  | 07:30 AM | | |  |  |  | 09:30 AM |  |
|  |  | | |  |  |  |  |  |
| KITCHEN AND DINING | | | | |  | **LAUNDRY** | | |
|  | | | | |  |  | | |
|  | 10:00 AM | | Clean Kitchen | |  |  | 01:00 PM | Clean Laundry Area |
|  | 10:15 AM | | Clean Stove | |  |  | 01:15 PM | Vacuum, sweep and mop |
|  | 10:30 AM | | Wipe inside of microwave | |  |  | 01:30 PM | Take out garbage |
|  | 10:45 AM | | Wipe cabinets, doors and walls | |  |  | 01:45 PM | Wipe out washer and dryer |
|  | 11:00 AM | | Wipe our refrigerator | |  |  | 02:00 PM | Clean washing machine |
|  | 11:15 AM | | Sweep and mop floor | |  |  | 02:15 PM |  |
|  | 11:30 AM | | Clean the oven | |  |  | 02:30 PM |  |
|  | 11:45 AM | | Deep clean the freezer | |  |  | 02:45 PM |  |
|  | 12:00 PM | | Clean cupboards | |  |  | 03:00 PM |  |
|  |  | |  | |  |  |  |  |
| Living Area | | | | |  | **CORRIDORS** | | |
|  | | | | |  |  | | |
|  | 04:00 PM | Clean Living Room | | |  |  | 07:15 PM |  |
|  | 04:15 PM | Vacuum, sweep and mop | | |  |  | 07:30 PM |  |
|  | 04:30 PM | Wash pillow covers | | |  |  | 07:45 PM |  |
|  | 04:45 PM | Shampoo Carpet | | |  |  | 08:00 PM |  |
|  | 05:00 PM | Clean under couch and chairs | | |  |  | 08:15 PM |  |
|  |  |  | | |  |  |  |  |
| OUTDOOR WORK | | | | |  |  | | |
|  | | | | |  |  | | |
|  | 10:30 PM | Straighten and sweep garage | | |  |  |  |  |
|  | 10:45 PM | Sweep porch | | |  |  |  |  |
|  | 11:00 PM | Clean windows | | |  |  |  |  |
|  | 11:15 PM | Clean gate | | |  |  |  |  |
|  | 11:30 PM |  | | |  |  |  |  |

Office Cleaning Schedule Template

[Add Company Name]

[Address]

[Email]

[Phone Number]



Add Logo

Date: 08/05/2022

Name: