



## Office Cleaning Schedule

At Squeaky Clean of York we work with our clients to draw up a schedule. This ensures all tasks are performed on a regular basis, within the agreed timescale.

This is an example of a schedule. Please feel free to use this for your office.

### Reception and Office Areas

Weekly	Mon	Tue	Wed	Thu	Fri
Clean front door glass inside and out					
Dust pictures, tables, exposed desk surfaces, window-sills and skirting boards					
Damp wipe all horizontal surfaces with disinfectants					
Remove rubbish and replace bin-liners					
Sweep and mop hard surface floors					
Vacuum all carpets, including behind doors					
Vacuum under cushions					
Straighten floor mats by entry and exit doors					
Remove cobwebs					
Polish brass					
Remove fingerprints from light switches and door-frames.					





### Toilet and Bathroom Areas

Daily	Mon	Tue	Wed	Thu	Fri
Dust pictures, tables, window-sills, skirting boards and any other flat surface					
Wipe clean partition walls and top surface					
Clean and disinfect bathroom counters, fixtures, mirrors and sinks					
Clean and disinfect toilets and urinals – inside and out					
Refill toilet roll, paper towels and soap as required					
Empty bins and replace bin liners as required					
Sweep and mop bathroom floor – including all corners and behind doors					
Clean and polish mirrors					
Remove splash marks from around basins					
Weekly					
Change and launder hand towels	X	X	X		X



## Kitchen

Daily	Mon	Tue	Wed	Thu	Fri
Wash up and clear sink and draining board					
Empty and wash coffee machines					
Dust any pictures, window-sills and skirting boards					
Clean and disinfect sink, fixtures, counters and tables					
Refill kitchen towels, hand wash and washing up liquid as required					
Empty bins and replace bin liners as required					
Vacuum any areas of rugs or carpet, including behind doors					
Sweep and mop hard surfaces					
Weekly					
Change and launder tea towels, dish-cloths and hand towels	X	X	X		X
Clean out 'fridge and dispose of out of date items	X	X	X		X

All of the staff at Squeaky Clean of York follow the agreed schedule for each office clean.

Each task will be signed off on a daily basis.

**If you would like a quote for our office cleaning service, please contact Ellen on 07530 103270**