

Daily and Weekly Cleaning Checklist

A practical schedule for consistent commercial cleaning

Facility / Site		Date	
Cleaner		Supervisor	

Daily priorities

- | | |
|---|---|
| ☐ Disinfect high-touch surfaces and shared equipment. | ☐ Vacuum traffic areas and mop hard floors. |
| ☐ Clean reception, entrances, kitchens, lunchrooms, and washrooms. | ☐ Check spills, trip hazards, odours, and supply levels. |
| ☐ Empty waste and recycling; replace liners. | ☐ Record urgent maintenance or safety concerns. |

Weekly priorities

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|--|---|
| ☐ Dust ledges, vents, baseboards, partitions, and low-use surfaces. | ☐ Spot-clean walls, doors, glass, and upholstery. |
| ☐ Detail-clean appliances, interior glass, and meeting rooms. | ☐ Inspect floors for stains, wear, or restorative maintenance needs. |
| ☐ Vacuum carpet edges and under movable furniture. | ☐ Review completed logs and adjust the schedule where needed. |

Monthly or periodic priorities

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|---|---|
| ☐ High dusting, vents, light fixtures, and hard-to-reach surfaces. | ☐ Machine scrub, buff, strip, or refinish hard floors as required. |
| ☐ Carpet extraction or deep spot treatment based on traffic. | ☐ Deep-clean storage rooms, furniture, and interior glass. |

Schedule changes / follow-up