

Office Cleaning Schedule Log Form Sample

Keep your workspace spotless and organized with this **office cleaning schedule log form sample**. It helps track daily, weekly, and monthly cleaning tasks to ensure a hygienic office environment. Easily customize the form to suit your specific cleaning routines and maintain consistent cleanliness standards.

Office Information

Office Name			
Address			
Date		Supervisor	

Cleaning Task Schedule

Task	Frequency	Assigned Staff	Date Completed	Signature	Remarks
Empty trash bins	Daily				
Wipe desks and surfaces	Daily				
Vacuum carpets & floors	Weekly				
Sanitize door handles & switches	Weekly				
Clean windows	Monthly				
Replenish supplies (soap, paper towels)	Weekly				

Notes

You can add, remove, or modify tasks and frequencies as needed to match your office's requirements.