

Daily Cleaning Duties	Mon	Tue	Wed	Thur	Fri
Restrooms (All Public and Employee):					
Clean, sanitize all fixtures & surrounding areas					
Empty wastebaskets - change liners if needed					
Stock all dispensers / replace fresheners as needed					
Sweep & Wet Mop Floors					
Clean mirrors					
Vacuum all high traffic areas					
Empty all interior wastebaskets					
Empty all exterior trashcans & cigarette containers					
Clean sink & table in City Mngr. Conf. Room					
Vandalism: (Remove or report within 24 hrs)					
Fixtures: (Report any non-working within 24 hrs)					
Set up & break down Council Chambers (as needed)					
Drinking Fountains - clean and sanitize					
Remove litter; sidewalks, courtyard & fountain areas					
Pick up loose trash around dumpster					
Chlorinate pond - Record on Daily Record Sheet					
Secure All Doors					
Weekly Cleaning Duties	PLEASE MARK DAY WHEN WEEKLY CLEANING WAS DONE				
Restrooms -					
Clean restroom walls (especially near fixtures)					
Check Deodorizers (batts & scents in good order)					
Vacuum all carpets					
Spot clean carpets as needed					
Wet mop vinyl floor in employee lounge					
Wash dishes, clean sinks (every weekend)					
Empty refrigerators of perishables - clean as needed					
Clean all kitchenette sinks					
Dust all desks, countertops & office furniture					
Dust window sills and surrounding areas					
Change wastebasket liners on Friday (sooner if needed)					
Empty all recycle containers into recycle bins					
Change burned out light bulbs (clean reflectors also)					
Wash, dust, clean Elevator cab, door, and floor					
Sweep upper exterior walkway, decks & stairways					
Clean any spills on exterior walkways, decks, etc.					
Clean area (sweep up small debris) around dumpster					

SUPPLIES NEEDED:☐ Seat Covers☐ Soap☐ Batteries☐ Toilet Paper☐ Air Freshener☐ Other☐ Paper Towels☐ Air Freshener Refill**Comments:**

Janitorial Cleaning Checklist

Miss Audrey



Janitorial Cleaning Checklist:

Cleaning Routine for Maid Sophia Kingcarter, 2019-11-13 DAILY CLEANING CHECKLIST This cleaning planner contains sections Cleaning Weekly Home Chores If you have a busy schedule a daily cleaning routine is a secret weapon Just 15 minutes a day can keep your home clean and tidy without getting behind at work losing valuable time with your kids or spouse or having your weekend swallowed whole by built up cleaning chores no fun Think of this as preventative cleaning a small time commitment to help you go even longer between deep cleaning sessions The key here is to make this simple and easy we have compiled a quick to do list of those frequent cleaning tasks along with some clever hacks to save even more time

- 1 Kitchen Use a wet rag to wipe down problem spots on the floor that love to collect debris the toe kick underneath the cabinets or the dinner table Fold and hang dish towels Organize the fridge pantry and use this time to plan meals for the week Wipe down kitchen dining and food prep surfaces with an all purpose cleaner Load dishwasher Empty garbage Wipe down the microwave crumb tray of a toaster etc Rinse bottom of the sink run the disposal Toss expired food
- 2 Living Bedroom Areas Tidy up the living room fold blankets stack books and magazines Dust the entertainment center Straighten pillows blankets couch cushions etc Organize clutter sort mail and paperwork Do a load of laundry daily to prevent piles from building up Empty all the wastebaskets throughout the house Go throughout the house with a basket collecting items that don't belong and return them to the proper place Straighten up the mudroom and arrange boots and shoes
- 3 Bathrooms Clean the sink faucet and surfaces Give the toilet a quick scrub and wipe the exterior surfaces Clean the mirror Ring out washcloths and bath toys rinse tub Hang or fold towels
- 4 Misc Sweep or vacuum the floors throughout the house Mop the floors throughout the house Wipe down cell phones Tidy up the garage the front porch or pick up toys in the yard Clean litter boxes pet areas Wipe down gym equipment

Product Details It's a perfect gift for family and friends 110 pages of Cleaning Planner 6 inches By 9 inches Glossy Cover Paperback Cover

[Cleaning Routine for Maid](#) King Kp Publishing, 2019-11-13 DAILY CLEANING CHECKLIST This cleaning planner contains sections Cleaning Weekly Home Chores If you have a busy schedule a daily cleaning routine is a secret weapon Just 15 minutes a day can keep your home clean and tidy without getting behind at work losing valuable time with your kids or spouse or having your weekend swallowed whole by built up cleaning chores no fun Think of this as preventative cleaning a small time commitment to help you go even longer between deep cleaning sessions The key here is to make this simple and easy we have compiled a quick to do list of those frequent cleaning tasks along with some clever hacks to save even more time

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- 2 Living Bedroom Areas Tidy up the living room fold blankets stack books and

magazines Dust the entertainment center Straighten pillows blankets couch cushions etc Organize clutter sort mail and paperwork Do a load of laundry daily to prevent piles from building up Empty all the wastebaskets throughout the house Go throughout the house with a basket collecting items that don't belong and return them to the proper place Straighten up the mudroom and arrange boots and shoes 3 Bathrooms Clean the sink faucet and surfaces Give the toilet a quick scrub and wipe the exterior surfaces Clean the mirror Ring out washcloths and bath toys rinse tub Hang or fold towels 4 Misc Sweep or vacuum the floors throughout the house Mop the floors throughout the house Wipe down cell phones Tidy up the garage the front porch or pick up toys in the yard Clean litter boxes pet areas Wipe down gym equipment Product Details It's a perfect gift for family and friends 110 pages of Cleaning Planner 6 inches By 9 Inches Glossy Cover Paperback Cover **The Cleaning Checklist** Janice D. Austin, 2018-01-25 Description These cleaning schedule offer you a handy cleaning checklist for writing down your weekly cleaning chores including daily tasks and things to be taken care of in the home on a weekly basis Keep the house tidy and clean while remaining stress free using this beautifully designed housekeeping and cleaning Cleaning Routine Housekeeping beautifully designed Flower Weekly Cleaning Daily Cleaning Schedule Cleaning Checklist Daily tasks Weekly tasks Notes To Do List **House Cleaning Schedule** Sara Blank Book, 2018-04-06 Home cleaning schedule and home organizer planner is designed to guide you in a deep clean as well as assist with your regular housekeeping routine This book has a great system in place this simple format is perfect to get your home and cleaning in organized and simplified Detail Tips Everyday a little something cleaning routine check floors wipe counter clutter and laundry Quick clean checklist Supply list and Get start checklist of Whole house Living paces Kitchen Kitchen Appliances Bathrooms Bedrooms Rotating cleaning checklist Laundry cheat sheet The cleaning checklist Monthly tasks 53 weekly cleaning checklist Daily tasks Daily checklist note and Room by Room plan 6 Blank notes for writing everything such as appointment chore etc Size 6x9 Inch [House Cleaning Log Book](#) Teresa Rother, 2021-01-21 This House Cleaning Log Book is the perfect notebook for scheduling organizing and planning your household chores This tracker will help you record daily weekly and monthly cleaning tasks Use the room cleaning checklist for various activities mopping dusting organizing etc Plenty of space to add extra rooms and chores The ultimate logbook for effectively cleaning households big and small Features Checklist for each room kitchen bathroom living room dining room garage and yard use the list to track each cleaning task Daily Weekly and Monthly view the task or create your own task and fill out the information Room Checklist fill out pages for bedrooms and extra rooms Details Size 8.5 x 11 Pages 120 Paperback Matte finish Makes a great gift for housekeepers new homeowners and caretakers Order today and start managing your cleaning tasks **Home Cleaning Schedule** Sara Blank Book, 2018-04-06 Home cleaning schedule and home organizer planner is designed to guide you in a deep clean as well as assist with your regular housekeeping routine This book has a great system in place this simple format is perfect to get your home and cleaning in organized and simplified Detail Tips Everyday a little something cleaning routine

check floors wipe counter clutter and laundry Quick clean checklist Supply list and Get start checklist of Whole house Living paces Kitchen Kitchen Appliances Bathrooms Bedrooms Rotating cleaning checklist for 12 months Laundry cheat sheet The cleaning checklist Monthly tasks 53 weekly cleaning checklist Daily tasks Daily checklist note and Room by Room plan 6 Blank notes for writing everything such as appointment chore etc Size 6x9 Inch **House Cleaning Log Book: House Keeping Cleaning List Schedule, Weekly and Daily Cleaning Planner Checklist** Miss Audrey,2019-03-27 Cleaning Planner Cleaning List Schedule House Cleaning Log Book This Cleaning Planner offers you writing your cleaning checklist on weekly and daily basis You can schedule tasks and things to take care your home office and everywhere you want Get start tidy your home with stress free Cleaning Schedule features organize and plan your housekeeping and cleaning tasks track and recheck with your own checklist size 6 by 9 inches 115 pages glossy cover paperback made in USA Buy it Now

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