

**OFFICE Cleaning**

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**Comments:**

**NOTES**

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| **REMINDERS** |
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| **DAYS** | **CLEANING TASK** | **OFFICE AREA** |[x]
| Monday | Vacuuming | Carpets and Rugs |[ ]
| Tuesday | Dusting | Office Furniture |[ ]
| Wednesday | Window Cleaning | Window and Glass doors |[ ]
| Thursday | Trash Removal | From Whole Office |[ ]
| Friday | Bathroom Sanitization | Bathrooms |[ ]
| Saturday | Equipment Cleaning | Workstations and Offices |[ ]
| Sunday | Floor Cleaning | Floors |[ ]

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**Schedule**