

**OFFICE Cleaning**

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**Comments:**

**NOTES**

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| **DAYS** | **CLEANING TASK** | **OFFICE AREA** |  |
| 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**