

Monthly Cleaning Checklist

- This is left at your location and completed each month by the cleaning staff -
 White boxes are days of service and * represent a special service

Monthly Cleaning Checklist From: ___/___/___ To ___/___/___

HIGH = waist level and above / LOW = waist level and below

Task	Week	Empty & Pickup Trash, & (*Clean Trash Bins) / Tirar basura & (* Limpiair bote de basura)					Wipe Down Chairs & (*Vacuum Fabric Chairs) / Limpiar sillas & (* aspirar, sillas de tela)					HIGH: Detail Dusting, Sanitizing (*Wall Hangings) / ALTO: Desplavado en detallado, saneamiento (*colgaduras de pared)					LOW: Detail Dusting, Sanitizing & en detallado, saneamiento & (*molduras)					Spot Clean Doors, Walls, & Switches, & Horizontal areas (*Fully clean doors and frames) / Limpiar manchas en puertas, paredes, apagadores, & areas horizontales (*limpieza completa de marcos y puertas)					Windows Sills & (*Blinds) / Orillas de Ventanas & (*Persianas)					Clean Glass on Doors and Spot Partitions (* Fully Clean Glass Partitions) / Limpiar Vidrio en Puertas y Manchas en Particiones					Vacuum (*Move furniture and detail) / Aspirar (* Detallar moviendo muebles)					Lights, Ceilings, & Vents / Luces, Techo, & Rejillas					Dust Mop, Wet/Damp Mop, & (*Deck Brush) / Desmapear, trapear, & (* cepillado)									
		M	T	W	Th	Su	M	T	W	Th	Su	M	T	W	Th	Su	M	T	W	Th	Su	M	T	W	Th	Su	M	T	W	Th	Su	M	T	W	Th	Su	M	T	W	Th	Su	M	T	W	Th	Su										
Lobby, Recpt, Conf, Copy,	W1					*					*					*										*					*					*					*					*					*					
Hallways, / Recepcion Vestibulo,	W2																				*																																			
, Salon de conferencia,	W3															*					*										*					*					*					*					*					
Cuarto de copiador, & Pasillos	W4																				*																																			
Restrooms / Banos	W1	*	*	*	*	*															*										*					*					*					*					*					
	W2	*	*	*	*	*															*										*					*					*					*					*					
	W3	*	*	*	*	*										*					*										*					*					*					*					*					
	W4	*	*	*	*	*										*					*										*					*					*					*					*					
Office Areas /	W1					*					*					*					*					*					*					*					*					*					*					
Area de Oficinas &	W2																				*					*					*					*					*					*					*					
	W3															*					*					*					*					*					*					*					*					
	W4															*					*					*					*					*					*					*					*					
Break Room , Kitchenette, &	W1				*					*					*					*					*					*					*					*					*					*					*	
Classroom	W2				*					*					*					*					*					*					*					*					*					*					*	
Cuarto de descanso, cosinetta &	W3				*					*					*					*					*					*					*					*					*					*					*	
Sale de clase	W4				*					*					*					*					*					*					*					*					*					*					*	
Area		M	T	W	Th	Su	M	T	W	Th	Su	M	T	W	Th	Su	M	T	W	Th	Su	M	T	W	Th	Su	M	T	W	Th	Su	M	T	W	Th	Su	M	T	W	Th	Su	M	T	W	Th	Su	M	T	W	Th	Su	M	T	W	Th	Su