A close-up of a sign

Description automatically generated

OFFICE MAINTENANCE SCHEDULE

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Company Name: |  | Maintenance Contract | | |  | |
| Contact No. |  | Email ID: | | |  | |
|  | | | | | | |
| Area | Task | | Frequency | Starting Date | | Ending Date |
| Restrooms: | Sweep floor | | Daily |  | |  |
| Restrooms: | Replace toilet paper | | Weekly |  | |  |
| Restrooms: | Replace hand towels | | Weekly |  | |  |
| Restrooms: | Remove trash, clean & sanitize | | Weekly |  | |  |
| Restrooms: | Fill paper towel | | As needed |  | |  |
| Restrooms: | Mop floor | | Weekly |  | |  |
| Restrooms: | Fill soap dispensers | | As needed |  | |  |
| Restrooms: | Clean glass, chrome, mirrors & hardware | | Weekly |  | |  |
| Restrooms: | Clean toilets, sinks | | Weekly |  | |  |
| Restrooms: | Clean/spot wash doors | | Weekly |  | |  |
| Restrooms: | Wash walls | | Monthly |  | |  |
| Restrooms: | Clean the registers | | Monthly |  | |  |
| Restrooms: | Check plumbing for leaks | | Quarterly |  | |  |
| Offices: | Wipe furniture | | Monthly |  | |  |
| Offices: | Vacuum carpet | | Weekly |  | |  |
| Offices: | Remove trash | | Weekly |  | |  |
| Offices: | Empty recycle bins | | Weekly |  | |  |
| Offices: | Clean windows | | Quarterly |  | |  |
| Offices: | Clean window coverings | | Semi-annually |  | |  |
| Offices: | Clean the registers | | Monthly |  | |  |
| Offices: | Replace lighting | | As needed |  | |  |
| Offices: | Dust wall hangings | | Semi-annually |  | |  |
| Offices: | Sweep Floors | | Weekly |  | |  |
| Offices: | Mop Floors | | Weekly |  | |  |
| Offices: | Wash walls | | Annually |  | |  |
| Offices: | Clean office/computer equipment | | Monthly |  | |  |
| Outside Entrance: | Clean windows | | Monthly |  | |  |
| Outside Entrance: | Vacuum carpet | | Weekly |  | |  |
| Outside Entrance: | Dust wall hangings | | Semi-annually |  | |  |
| Outside Entrance: | Replace lighting | | As needed |  | |  |
| Outside Entrance: | Sweep floor | | Weekly |  | |  |
| Outside Entrance: | Wash walls | | Annually |  | |  |
| Outside Entrance: | Mop floor | | Weekly |  | |  |
| Outside Entrance: | Dust venting | | Monthly |  | |  |
| Council Chambers: | Sweep floors | | Weekly |  | |  |
| Council Chambers: | Mop floors | | Weekly |  | |  |
| Council Chambers: | Wash walls | | Annually |  | |  |
| Council Chambers: | Wash cupboards inside and out | | Semi-annually |  | |  |
| Council Chambers: | Wash dishes | | Weekly |  | |  |
| Council Chambers: | Dust wall hangings | | Semi-annually |  | |  |
| Council Chambers: | Wipe tables/counters | | Weekly |  | |  |
| Council Chambers: | Clean the registers | | Monthly |  | |  |
| Council Chambers: | Clean the fridge - inside and out | | Quarterly |  | |  |
| Lobby: | Wipe furniture | | Monthly |  | |  |
| Lobby: | Vacuum carpet | | Weekly |  | |  |
| Lobby: | Remove trash | | Weekly |  | |  |
| Lobby: | Empty recycle bins | | Weekly |  | |  |
| Lobby: | Clean windows | | Quarterly |  | |  |
| Lobby: | Clean window coverings | | Semi-annually |  | |  |
| Lobby: | Replace lighting | | As needed |  | |  |
| Lobby: | Dust wall hangings/display racks/cupboard | | Semi-annually |  | |  |
| Lobby: | Wash walls | | Annually |  | |  |
| Lobby: | Clean the registers | | Monthly |  | |  |
| Lobby: | Clean counter/reception area | | Daily |  | |  |