

OFFICE MAINTENANCE SCHEDULE

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| --- | --- | --- | --- |
| 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 |  |  |