NAPA JANITORIAL

PRINTABLE TEMPLATE

Cleaning schedule grid

Write when each area is cleaned and who covers it, then post the sheet.

Property _____ **Month of** _____

Posted by _____ **Next review** _____

Front of house

	AREA	DAILY	WEEKLY	MONTHLY	PERIODIC	COVERED BY
☐	Entry and walkways					
☐	Lobby or reception					
☐	Tasting or dining room					
☐	Guest restrooms					
☐	Hallways and stairs					
☐						

Back of house

	AREA	DAILY	WEEKLY	MONTHLY	PERIODIC	COVERED BY
☐	Kitchen or breakroom					
☐	Staff restrooms					
☐	Offices					
☐	Storerooms and closets					
☐	Service door					
☐						

Calendar jobs

	JOB	DAILY	WEEKLY	MONTHLY	PERIODIC	COVERED BY
☐	Hard floor scrub and finish					
☐	Carpet extraction					
☐	Interior and entry glass					
☐	Pressure washing of entries and patios					
☐	High dusting of vents and ledges					

Spaces only your property has

	AREA	DAILY	WEEKLY	MONTHLY	PERIODIC	COVERED BY
☐						
☐						
☐						
☐						

Month-end look back

- [ ] Each blank box or note traced to a missed day or a light rhythm
- [ ] Rows that wore faster moved up a column
- [ ] Rows that held up eased back a column
- [ ] Covered by confirmed with your cleaning contact
- [ ] Clean copy printed and posted in the same spot

Notes