

Task and Frequency Scope of Work

Give each area a row with its frequency, cleaning window and notes, then fill in the supply and access blocks. Record every change so the crew and your facility team read the same version.

Building _____ Address _____
 Facility contact _____ Date _____
 Crew on site _____

Areas

AREA	HOW OFTEN	WINDOW	NOTES
☐ Main entry			
☐ Restrooms, by floor			
☐ Breakroom and kitchen			
☐ Offices			
☐ Public counter and queue line			
☐ Conference room			
☐ Records room			

Nightly

☐ Entry door glass spotted	
☐ Mats shaken out and the first stretch of floor cleaned	
☐ Restroom fixtures, mirrors, stall walls and floors cleaned	
☐ Restroom dispensers refilled	
☐ Breakroom counters, sinks and tables wiped	
☐ Breakroom trash pulled	
☐ Office bins emptied and tracked paths vacuumed	

Weekly and monthly

TASK	HOW OFTEN
☐ Ledges, sills and vents dusted	Weekly
☐ Desk surfaces wiped edge to edge	Weekly
☐ Interior glass cleaned	Weekly
☐ Breakroom appliance fronts polished	Weekly
☐ Restroom grout lines detailed	Weekly
☐ Door frames and baseboards wiped down	Monthly
☐ Vacuuming beneath furniture	Monthly

Periodic lines

JOB

TARGET MONTH OR SEASON

- ☐ Carpet extraction plus spot treatment
- ☐ Hard-floor scrubbing, burnishing and recoating
- ☐ Stripping and waxing resilient floors
- ☐ Pressure washing entries
- ☐ Extra mat and entry-floor work for wet months

Winter

Supply and access blocks

- ☐ Paper products, soap and liners stocked by: _____
- ☐ Backstock kept at: _____
- ☐ Doors the crew uses: _____
- ☐ How alarms and badges work: _____
- ☐ Rooms the facility controls: _____
- ☐ Tenant suites and their hours: _____

Choosing and reviewing frequency

- ☐ Each area walked at day's end: would it embarrass you with a visitor tomorrow?
- ☐ Day porter added for spaces that need attention while full
- ☐ First review about a month into service
- ☐ Frequency moved toward rooms that slip, away from rooms that stay clean
- ☐ Each change recorded on a new version
- ☐ Scope revisited when tenants, shifts, flooring or building use change

Notes