# [Company Name]

# Office Maintenance Schedule

Area/Task	■ Frequency
Offices: Remove trash	Dally
Offices: Empty recycle bins	Weekly
Offices: Vacuum carpet	Weekly
Offices: Water Indoor plants	Weekly
Offices: Clean office/computer equipment	Monthly
Officer: Wipe and oil furniture	Monthly
Offices: Clean windows	Quarterly
Offices: Clean window coverings	Semi-annually
Offices: Shampoo carpet	Semi-annually
Offices: Organize storage space	Semi-annually
Lobby/front desic Remove trash	Dolly
Lobby/front desk: Clean counter/reception area	Daily
Lobby/front desk: Empty recycle bins	Weekly
Lobby/front desk: Vacuum carpet	Weekly
Lobby/front desic Water Indoor plants	Weekly
Lobby/front desk: Clean office/computer equipment	Monthly
Lobby/front desk: Wipe and all furniture	Monthly
Lobby/front desk: Clean windows	Quarterly
Lobby/front desk: Clean window coverings	Semi-annually
Lobby/front desic Shampoo carpet	Semi-annually
Lobby/front desk: Organize storage space	Semi-annually
Lobby/front desk: Update displays	As needed
Restrooms: Clean foliefs, sinks	Dolly

# **Office Equipment Maintenance Checklist**

**Roman Wölfel** 

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