

[Company Name]

Office Maintenance Schedule

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

Office Equipment Maintenance Checklist

David Kirk



Office Equipment Maintenance Checklist:

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