PRINTABLE CLEANING CHECKLIST TEMPLATE for Google Sheets

Enter start date in first Dates column below, and remainder of weekly dates will auto-populate.

		DATES							
TASKS	FREQUENCY	2/2/28	2/3/28	2/4/28	2/5/28	2/6/28	2/7/28	2/8/28	NOTES
AREA: Entry / Reception									Notes
Vacuum carpet	*Daily*	X	X	X	X	X	X	X	
Dust and wipe down desk	*Daily*	X	X	X	X	X	X	X	
Water plants	*Weekly*		X						
Empty garbage	*Daily*	X	X	X	X	X	X	X	
Empty paper shredder bin	*As needed*								
Clean carpet	*Biannually*								
Wash glass door	*Daily*	X	X	X	X	X	X	X	
Wash glass windows	*Daily*	X	X	X	X	X	X	X	
Task 9									
Task 10									
AREA: Conference Room									
Vacuum carpet	*Daily*	X	X	X	X	X	X	X	
Dust and wipe down desk	*Daily*	X	X	X	X	X	X	X	
Water plants	*Weekly*				X				
Empty garbage	*Daily*	X	X	X	X	X	X	X	
Clean out conference room fridge	*Quarterly*								
Empty conference room fridge	*Annually*								
Clean carpet	*Biannually*								
Wash windows	*As needed*						X		
Push in all chairs	*Daily*	X	X	X	X	X	X	X	
Wipe down oversized displays	*Weekly*				X				
AREA: Bathroom Floor 1									
Sweep floor	*Daily*	X	X	X	X	X	X	X	
Empty main garbage	*Daily*	X	X	X	X	X	X	X	
Empty individual stall garbage	*Daily*	X	X	X	X	X	X	X	
Wipe down sinks	*Daily*	X	X	X	X	X	X	X	
Clean toilets	*Daily*	X	X	X	X	X	X	X	
Refill paper towels	*As needed*								
Refill toilet paper	*As needed*	X							
Refill tissues	*As needed*					X			
Refill soap dispenser	*As needed*							X	
Mop floors	*Daily*	X	X	X	X	X	X	X	