

CLEANING CHECKLIST: QUARTERLY AND 6 MONTHLY DUTIES

Facility Name:			Year:	
Quarterly Duties	Quarter 1 Date Due	Completed	Cleaner sign	Supervisor sign
Strip all floors and apply polish				
Damp dust light fixtures				
Damp dust ceiling fans				
Quarterly Duties	Quarter 2 Date Due	Completed	Cleaner sign	Supervisor sign
Strip all floors and apply polish				
Damp dust light fixtures				
Damp dust ceiling fans				
Quarterly Duties	Quarter 3 Date Due	Completed	Cleaner sign	Supervisor sign
Strip all floors and apply polish				
Damp dust light fixtures				
Damp dust ceiling fans				
Quarterly Duties	Quarter 4 Date Due	Completed	Cleaner sign	Supervisor sign
Strip all floors and apply polish				
Damp dust light fixtures				
Damp dust ceiling fans				

6 Monthly Duties:	Quarter 1 or 2 Date Due	Completed	Cleaner sign	Supervisor sign
Strip all floors and apply polish				
Damp dust light fixtures				
Damp dust ceiling fans				
6 Monthly Duties:	Quarter 3 or 4 Date Due	Completed	Cleaner sign	Supervisor sign
Strip all floors and apply polish				
Damp dust light fixtures				
Damp dust ceiling fans				