Weekly Janitorial Duties Checklist						
A.M.	**Frequency**	**M**	**T**	**W**	**TR**	**F**
Unlock basement, turn on all lights (if not already done)	Daily					
Turn on coffee machine-make coffee	Daily					
Empty Dishwashers (up/downstairs)	Daily					
Refill/restock restroom supplies	Daily					
Regularly Inspect Common Areas for Cleanliness	Daily					
Clean and disinfect restrooms- scrub toilets, sinks, mirrors, chrome	Daily					
Clean kitchen: sanitize counters, appliances, tables; scrub sink	Daily					
Sweep floors: kitchen, restrooms, entryway	Daily					
Sweep out main entry, remove debris from front of building	Daily					
Spot Carpet Sweeper	Daily					
Mop floors: kitchen, restrooms, entryway	3x Week					
Vacuum office space including individual staff offices	2x Week					
Dust all blinds	2x Week					
Dust all office machines, printers, faxes, etc.	2x Week					
Take garbage to curb pick up	Monday/Thursday					
Take recycling to curb for pick up	Tuesday					
Take compost to curb	Wednesday					
Clean/Sanitize interior and exterior of refrigerators	Friday AM					
Dust/clean common areas- surfaces, equipment, sills, baseboards,etc.	Weekly					
Polish furniture/Sanitize chairs in lobby	Weekly					
Clean Windows	Weekly					
Restock coffee supplies: creamer, sugar, etc. (breakroom & basement)	As needed					
Empty and oil shredder	As needed					
P.M.						
Load and run all both dishwashers (basement only if needed)	Daily					
Empty garbage in both kitchens	Daily					
Clean coffee pots, turn off coffee maker	Daily					
Wipe down kitchen counters/tables	Daily					
Sweep kitchens/restrooms	Daily					
Empty all personal trash cans	Daily					
Empty all personal recycling boxes	Daily					
Empty all restroom garbages	Daily					
Refill/restock restroom supplies	Daily					
Lock up basement areas and turn off lights	Daily					
Clean and sanitize front door handles and windows	Daily					
Sanitize job book-outside and all plastic pages	Daily					
Additional Duties	**Frequency**					
Meeting set-up and clean up; coffee, water, dishes, move tables, etc.	As Needed					
Interior door, wall cleaning/Sanitize all door handles in office	As Needed					
Cleaning supply inventory ordering	As Needed					
Replace light bulbs	As Needed					
Clean and organize janitorial supply closet and basement supply area	As Needed					