CleanOptix
CLEANING OPERATIONS

Cleaning schedule template

What the cleaner does tonight, and what the client paid for. Both, or it settles no argument.

Put periodic tasks on actual dates — a monthly task sitting in a box at the bottom of a schedule happens in the last week of the month if at all, and is the commonest audit failure on an otherwise well-run site. Record who holds which key.

CLIENT	SITE	PERIOD COVERED
CONTRACTED HOURS FOR THE PERIOD	PREPARED BY	DATE

SHIFTS

Day — times — cleaner — areas — tasks due.

Day — times — cleaner — areas — tasks due

Day — times — cleaner — areas — tasks due

Day — times — cleaner — areas — tasks due

Day — times — cleaner — areas — tasks due

Day — times — cleaner — areas — tasks due

Day — times — cleaner — areas — tasks due

Day — times — cleaner — areas — tasks due

Day — times — cleaner — areas — tasks due

PERIODIC WORK, PLACED ON DATES

Task — area — date due — who — completed

Task — area — date due — who — completed

Task — area — date due — who — completed

Task — area — date due — who — completed

Task — area — date due — who — completed

Task — area — date due — who — completed

ACCESS AND SECURITY

This sheet changes when people do. A leaver who still has a key belongs here.

Keys held — by whom — returned on

Keys held — by whom — returned on

Alarm code arrangements, and who knows them

Fob, barrier or gate access

Who to call if the alarm activates

Client out-of-hours contact

COVER ARRANGEMENTS

The thing that actually happens, constantly.

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Named cover for this site

Second cover

Who authorises cover

How the client is told

What happens if no cover is available

Induction requirement before anybody new attends

HOURS DELIVERED

One row per week in the period. Contracted against actual.

	HOURS MET	SHORT	COVERED
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

VARIANCE — SHIFTS MISSED, SHORT OR COVERED, AND WHY

SIGN-OFF

PREPARED BY

DATE

SUPERVISOR

DATE

CONTRACTED HOURS

ACTUAL HOURS

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