

Janitorial Scope of Work

Walk the building, fill in each area, then give every task its own interval. Use the same sheet to check the cleaning: mark each line done or missed.

Building _____ Address _____
Prepared by _____ Date _____
Cleaning days _____

Areas, counts and floors

AREA	COUNT	FLOOR TYPE
☐ Entrance and lobby		
☐ Open work areas		
☐ Private offices		
☐ Meeting rooms		
☐ Kitchens and breakrooms		
☐ Restrooms		
☐ Corridors and stairs		
☐ Copy rooms and storage		

Entrance, lobby and walkways

TASK	HOW OFTEN
☐ Clean entrance glass	Every visit
☐ Vacuum carpeted walkways	Every visit
☐ Damp mop hard floors on the main walkways	Every visit
☐ Wipe door handles, light switches and elevator buttons	Every visit
☐ Wipe baseboards and door frames in public areas	Weekly
☐ Spot clean interior glass	When smudges show at eye level

Restrooms, kitchens and breakrooms

TASK	HOW OFTEN
☐ Clean and disinfect toilets, urinals and sinks	Every visit
☐ Refill soap, paper towels and tissue	Every visit
☐ Empty trash and replace liners	Every visit
☐ Wipe kitchen counters, the sink and appliance fronts	Every visit
☐ Detail clean breakroom appliances	Monthly

Offices and meeting rooms

TASK	HOW OFTEN
☐ Empty trash and replace liners	Every visit
☐ Full vacuum of private offices	Two or three times a week
☐ Wipe meeting tables and chairs	Two or three times a week
☐ Dust desks	Weekly
☐ Clean partition glass	Weekly
☐ Dust vents and ledges	Monthly

Periodic work

JOB	AREA	INTERVAL	MONTH
☐ Burnish vinyl tile		Short cycle	
☐ Strip and refinish vinyl tile	Lobby	Yearly	Summer
☐ Hot-water carpet extraction	Offices	Twice a year	Spring and fall
☐ Deep clean walk-off mats	Entrances	Quarterly	
☐ Clean windows			
☐ Clean light fixtures and high ledges			
☐ Clean upholstery			

Supplies

ITEM	SUPPLIED BY	STOCK CHECKED BY	REORDER WHEN
☐ Paper towels and tissue			
☐ Hand soap			
☐ Seat covers			
☐ Trash liners			
☐ Chemicals, vacuums, mops and floor machines	Cleaning crew		

Access and review

- ☐ Rooms the crew stays out of: _____
- ☐ Where equipment is stored: _____
- ☐ Product requests, such as unscented soap: _____
- ☐ Janitor's closet key held by: _____
- ☐ A few areas checked line by line each week, done or missed
- ☐ Monthly walk with the cleaning supervisor, notes in hand
- ☐ Scope reviewed yearly and when headcount, hours or layout change

Notes