

Weekly Maintenance Schedule

Professional Maintenance Schedule Checklist From YD Commercial Cleaning Services,
Adelaide

How to Use This Schedule

Daily Maintenance (Every Day)

Weekly Deep Cleaning Schedule

Monday: Restrooms & Break Room Deep Clean

- ■ Deep scrub all toilets and sinks
- ■ Clean tile grout and shower areas
- ■ Sanitize all surfaces and mirrors
- ■ Deep clean refrigerator and appliances
- ■ Clean and disinfect sink

Tuesday: Windows & Glass

- ■ Clean all interior and exterior windows
- ■ Clean window frames and sills
- ■ Clean glass doors and partitions
- ■ Clean mirrors and polish fixtures

Wednesday: Carpet & Floor Cleaning

- ■ Deep vacuum all carpeted areas
- ■ Spot-treat any visible stains
- ■ Mop and sanitize hard floors
- ■ Clean baseboards
- ■ Wipe down door handles and light switches

Thursday: Offices & Workspaces

- ■ Dust all surfaces and equipment
- ■ Clean and organize desks
- ■ Vacuum office carpets thoroughly
- ■ Wipe down filing cabinets and shelving

Friday: Common Areas & Hallways

- ■ Sweep and mop all hallways
- ■ Clean stairwells (if applicable)
- ■ Dust and sanitize common furniture
- ■ Empty and replace all trash liners
- ■ Refill all cleaning supplies

Monthly Deep Clean Tasks

First Week of Month

- ■ Clean behind and under all furniture
- ■ Dust ceiling fans and light fixtures
- ■ Clean air vents and grilles
- ■ Wipe down and sanitize all walls

Second Week of Month

- ■ Deep clean refrigerator and freezer
- ■ Clean microwave interior thoroughly
- ■ Deep clean oven (if applicable)
- ■ Sanitize all appliances

Third Week of Month

- ■ Deep clean carpets with professional equipment
- ■ Treat stubborn stains with professional products
- ■ Polish hard floors
- ■ Clean and polish all glass partitions

Fourth Week of Month

- ■ Sanitize computer keyboards and equipment
- ■ Clean phone receivers and headsets
- ■ Dust and wipe file cabinets and storage
- ■ Inspect facility for maintenance needs

Quarterly Maintenance (Every 3 Months)

- Carpet steam cleaning for all areas
- Window blind and curtain cleaning
- Deep clean behind all equipment
- Professional tile and grout cleaning
- Sanitize HVAC vents and ducts
- Strip and wax hard floors (if applicable)

Annual Deep Clean

- Complete facility deep cleaning
- Professional carpet cleaning and treatment
- Professional window cleaning (interior/exterior)
- Professional tile and grout sealing
- Professional HVAC duct cleaning
- Complete disinfection and sanitization
- Facility inspection for improvements

Task Assignment Template

Maintenance Success Tips

- ✓ Consistency: Stick to the schedule for best results. Regular maintenance prevents deep buildup.
- ✓ Assign Responsibility: Make one person responsible for each task to ensure accountability.
- ✓ Use Checklists: Check off tasks as completed to track progress.
- ✓ Right Products: Use commercial-grade cleaning products for best results.
- ✓ Professional Help: Hire professionals for deep cleaning tasks. It's cost-effective and ensures quality.
- ✓ Adjust as Needed: Modify the schedule based on your facility's specific needs and traffic patterns.

Let professionals handle your maintenance schedule

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