cleaning plan

month:	daily	once a week	twice a week	accor-ding to need	every two weeks	once a month		name:	name:	name:	name:	name:	name:	✓
kitchen														
floor: vacuuming, sweeping, mopping														
wipe down surfaces: table, work surface														
window cleaning														
remove garbage: dispose of garbage bag + replace garbage bag														
cleaning stove plates														
wipe splash guard, kitchen hood														
wipe out and clean up shelves														
clean refrigerator: remove old food, wipe glass shelves, wipe door inside and outside														
bathroom														
floor: vacuuming, sweeping, mopping														
wipe down surfaces: table, work surface														
cleaning drains														
cleaning the mirror														
clean toilet: ceramic, seat and cover														
shower: tile, floor														
washing shower curtain														
remove garbage: dispose of garbage bag + replace garbage bag														
hallway / stairs														
sweeping, vacuuming, mopping														
others														
check cleaning material inventory: glass, kitchen, floor, toilet cleaner, toilet paper, sponges														