

Town of St. Walburg

Office Maintenance Schedule



Area/Task	Frequency
Restrooms: Sweep floor	Daily
Restrooms: Replace toilet paper	Weekly
Restrooms: Replace hand towels	Weekly
Restrooms: Remove trash, clean & sanitize	Weekly
Restrooms: Fill paper towel	As needed
Restrooms: Mop floor	Weekly
Restrooms: Fill soap dispensers	As needed
Restrooms: Clean glass, chrome, mirrors & hardware	Weekly
Restrooms: Clean toilets, sinks	Weekly
Restrooms: Clean/spot wash doors	Weekly
Restrooms: Wash walls	Monthly
Restrooms: Clean the registers	Monthly
Restrooms: Check plumbing for leaks	Quarterly
Offices: Wipe furniture	Monthly
Offices: Vacuum carpet	Weekly
Offices: Remove trash	Weekly
Offices: Empty recycle bins	Weekly
Offices: Clean windows	Quarterly
Offices: Clean window coverings	Semi-annually
Offices: Clean the registers	Monthly
Offices: Replace lighting	As needed
Offices: Dust wall hangings	Semi-annually
Offices: Sweep Floors	Weekly
Offices: Mop Floors	Weekly
Offices: Wash walls	Annually
Offices: Clean office/computer equipment	Monthly
Outside Entrance: Clean windows	Monthly
Outside Entrance: Vacuum carpet	Weekly
Outside Entrance: Dust wall hangings	Semi-annually
Outside Entrance: Replace lighting	As needed
Outside Entrance: Sweep floor	Weekly
Outside Entrance: Wash walls	Annually
Outside Entrance: Mop floor	Weekly
Outside Entrance: Dust venting	Monthly
Council Chambers: Sweep floors	Weekly
Council Chambers: Mop floors	Weekly
Council Chambers: Wash walls	Annually
Council Chambers: Wash cupboards inside and out	Semi-annually
Council Chambers: Wash dishes	Weekly
Council Chambers: Dust wall hangings	Semi-annually
Council Chambers: Wipe tables/counters	Weekly
Council Chambers: Clean the registers	Monthly
Council Chambers: Clean the fridge - inside and out	Quarterly
Lobby: Wipe furniture	Monthly
Lobby: Vacuum carpet	Weekly
Lobby: Remove trash	Weekly
Lobby: Empty recycle bins	Weekly
Lobby: Clean windows	Quarterly
Lobby: Clean window coverings	Semi-annually
Lobby: Replace lighting	As needed
Lobby: Dust wall hangings/display racks/cupboard	Semi-annually
Lobby: Wash walls	Annually
Lobby: Clean the registers	Monthly
Lobby: Clean counter/reception area	Daily