

**Cleaning Checklist**

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| **Job Description** | **Daily** | **Weekly** | **Monthly** |
| Sweep Floor |  |  |  |
| Mop Floor |  |  |  |
| Empty Out Garbage Cans |  |  |  |
| Wash Down Machines |  |  |  |
| Clean out Lint Traps |  |  |  |
| Wash Windows |  |  |  |
| Vacuum |  |  |  |
| Wipe out Soap Trays |  |  |  |
| Dust |  |  |  |
| Clean Bathroom |  |  |  |
| Wash Folding Tables |  |  |  |
| Check Washers/Dryers for Debris |  |  |  |
| Use Broom to get cobwebs |  |  |  |
| Clean top of vending machines and front panels |  |  |  |
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