

Commercial Cleaning Planner

A fillable checklist to plan what gets cleaned at your workplace, and how often

How to use it: 1. Fill in your workplace details. 2. For each task, tick how often you want it done. The **Suggested** column is a common starting point for reference only. 3. Note who is responsible for supplies and access, and add any special requirements. 4. Save the PDF and email it to us, or bring a printed copy to your free site visit.

You can type into this PDF on a computer, tablet or phone (Adobe Acrobat Reader, macOS Preview or most browsers), or print it and write by hand. This planner is a general guide only, not legal or work health and safety advice. Version: September 2026.

Workplace details

Business name		Contact name	
Role		Phone	
Email		Preferred start date	
Site address		Suburb and postcode	

Type of workplace	☐ Office	☐ Strata	☐ Gym	☐ Clinic	☐ NDIS provider	☐ Retail	Other:
Floor types	☐ Carpet	☐ Carpet tiles	☐ Hard floors	☐ Mixed			
Cleaning times	☐ After hours	☐ Weekends	☐ Business hours	Other:			

Floor area (m²)		Number of floors	
Toilets / washrooms		Kitchens / tea rooms	
People on site daily		Preferred days	

Please don't write alarm codes, passwords or key safe codes in this form. We'll arrange access details with you privately.

1. Entrance and reception

Task	Suggested	Daily	Weekly	Fort-nightly	Monthly	Custom frequency	Not required
Vacuum or mop entry floors	Daily	☐	☐	☐	☐		☐
Vacuum or shake out entry mats	Daily	☐	☐	☐	☐		☐
Remove marks from entry doors and internal glass	Daily	☐	☐	☐	☐		☐
Wipe reception desk and counter	Daily	☐	☐	☐	☐		☐
Wipe door handles, push plates and light switches	Daily	☐	☐	☐	☐		☐
Dust shelves, frames and displays	Weekly	☐	☐	☐	☐		☐

2. Offices and workstations

Task	Suggested	Daily	Weekly	Fort-nightly	Monthly	Custom frequency	Not required
Empty bins and replace liners	Daily	☐	☐	☐	☐		☐
Mop hard floors	Weekly	☐	☐	☐	☐		☐
Dust and wipe clear desk surfaces (items on desks are not moved)	Weekly	☐	☐	☐	☐		☐
Dust skirting boards, ledges and window sills	Monthly	☐	☐	☐	☐		☐
Dust air vents and high surfaces	Every 3 months	☐	☐	☐	☐		☐

Carpet vacuuming and deep cleaning are planned separately in section 6.

3. Kitchens and tea rooms

Task	Suggested	Daily	Weekly	Fort-nightly	Monthly	Custom frequency	Not required
Wipe benches, splashbacks and sinks	Daily	☐	☐	☐	☐		☐
Wipe outside of fridge, microwave, dishwasher and kettle	Daily	☐	☐	☐	☐		☐
Wipe tables and chairs	Daily	☐	☐	☐	☐		☐
Empty rubbish and recycling bins	Daily	☐	☐	☐	☐		☐
Sweep and mop the floor	Daily	☐	☐	☐	☐		☐
Clean inside the microwave	Weekly	☐	☐	☐	☐		☐
Wipe cupboard doors and handles	Weekly	☐	☐	☐	☐		☐
Clean inside the fridge (with notice to staff)	Monthly	☐	☐	☐	☐		☐

4. Toilets and washrooms

Task	Suggested	Daily	Weekly	Fort-nightly	Monthly	Custom frequency	Not required
Clean and disinfect toilets, urinals and basins	Daily	☐	☐	☐	☐		☐
Clean mirrors and tapware	Daily	☐	☐	☐	☐		☐
Refill soap, toilet paper and hand towel	Daily	☐	☐	☐	☐		☐
Empty bins	Daily	☐	☐	☐	☐		☐
Mop the floor	Daily	☐	☐	☐	☐		☐
Wipe partitions, doors and wall tiles	Weekly	☐	☐	☐	☐		☐
Descale fixtures and deep clean grout	Monthly	☐	☐	☐	☐		☐

Safe Work Australia's code of practice on the work environment and facilities says facilities such as toilets must be clean and in good working order, and consumables such as soap and toilet paper should be replenished regularly [\[1\]](#). Say who supplies consumables in section 10.

5. Meeting rooms and common areas

Task	Suggested	Daily	Weekly	Fort-nightly	Monthly	Custom frequency	Not required
Wipe tables and tidy chairs	Daily	☐	☐	☐	☐		☐
Vacuum or mop floors	Weekly	☐	☐	☐	☐		☐
Clean whiteboards (only if asked)	Weekly	☐	☐	☐	☐		☐
Clean stairwells and hallways	Weekly	☐	☐	☐	☐		☐
Wipe chairs and soft furnishings	Monthly	☐	☐	☐	☐		☐

6. Carpet care

Traffic levels: Light = e.g. executive offices. Med (medium) = e.g. general offices. Heavy = e.g. corridors, foyers and ground-floor shops. These suggestions come from the Carpet Institute of Australia's commercial maintenance guide [\[4\]](#), which says frequency should depend on traffic volume, carpet construction and health needs. Always check your carpet manufacturer's warranty for cleaning requirements. Use the Custom column for 3-, 6-, 9-, 12- or 18-month intervals.

Task	Suggested	Daily	Weekly	Fort-nightly	Monthly	Custom frequency	Not required
Vacuum traffic areas	Light 3x/wk · Med 4x/wk · Heavy daily	☐	☐	☐	☐		☐
Full vacuum of all carpet	Light 2x/wk · Med 3x/wk · Heavy daily	☐	☐	☐	☐		☐
Spot and stain removal	Daily, as soon as possible	☐	☐	☐	☐		☐
Low-moisture clean (e.g. encapsulation)	Every: Light 9 · Med 6 · Heavy 3 mths	☐	☐	☐	☐		☐
Hot water extraction (steam cleaning)	Every: Light 18 · Med 12 · Heavy 6 mths	☐	☐	☐	☐		☐

Entrance mats catch soil before it reaches the carpet [\[5\]](#). Related services: [carpet cleaning in Canberra](#) and [encapsulation cleaning for carpet tiles](#).

7. Other periodic cleaning

Task	Suggested	Daily	Weekly	Fort-nightly	Monthly	Custom frequency	Not required
Clean windows inside and out	As needed	☐	☐	☐	☐		☐
Clean upholstered chairs and lounges	As needed	☐	☐	☐	☐		☐
Pressure clean paths, entries and car parks	As needed	☐	☐	☐	☐		☐
Deep clean hard floors (method depends on floor type)	As needed	☐	☐	☐	☐		☐
Wash walls, doors and door frames	As needed	☐	☐	☐	☐		☐

Related services: [window cleaning](#), [upholstery cleaning](#), [high pressure cleaning](#) and [post-construction cleaning](#) for new fit-outs.

8. Extra tasks for some workplaces

Task	Suggested	Daily	Weekly	Fort-nightly	Monthly	Custom frequency	Not required
Gyms: wipe equipment surfaces, handles and benches	Daily	☐	☐	☐	☐		☐
Gyms: clean showers and change rooms	Daily	☐	☐	☐	☐		☐
Strata: clean foyer, lift buttons and lift doors	Weekly	☐	☐	☐	☐		☐
Strata: sweep stairwells and clean bin rooms	Weekly	☐	☐	☐	☐		☐
Clinics: waiting room seats, counters and high-touch points	As per your infection control plan	☐	☐	☐	☐		☐
Clinics: consulting and treatment rooms	As per your infection control plan	☐	☐	☐	☐		☐
Clinics: spills of blood or body fluids	As per your infection control plan	☐	☐	☐	☐		☐

Clinics: tasks, products and frequencies must follow your site's infection control plan. Please give us a copy at the site visit. Australia's national infection control guidelines apply to office-based practices such as GP and dental clinics, say general surfaces should be cleaned when visibly soiled and straight after a spill, and ask each facility to apply them to its own setting and risks [\[3\]](#).

9. Other tasks for your site

Add any task that isn't listed above.

Task	Suggested	Daily	Weekly	Fort-nightly	Monthly	Custom frequency	Not required
	Your choice	☐	☐	☐	☐		☐
	Your choice	☐	☐	☐	☐		☐
	Your choice	☐	☐	☐	☐		☐

10. Who is responsible?

Item	Your business	Cleaner	Name, notes or supplier
Cleaning products and equipment	☐	☐	
Soap, toilet paper and paper towel	☐	☐	
Bin liners	☐	☐	
Sanitary bin service	☐	☐	
Keys and access cards	☐	☐	
Alarm codes (arranged privately)	☐	☐	
Rubbish and recycling collection	☐	☐	
Site safety induction and hazards	☐	☐	
Contact for missed items or feedback	☐	☐	

If the cleaner brings products onto your site, ask for the safety data sheets (SDS) for any hazardous chemicals, so they can be kept with your workplace records [\[2\]](#). The facilities code of practice also notes that cleaning methods should take slip risks into account [\[1\]](#).

11. Special requirements

For example: areas the team must not enter, items not to be touched, security or sign-in rules, allergies or fragrance-free products, noise limits, or quiet times.

12. Site notes

Use this space for room lists, a rough floor plan, or anything to discuss at the site visit.

Completed by

Date

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Scan to request a quote

Sources (accessed 28 September 2026): [1] [Safe Work Australia, Model Code of Practice: Managing the work environment and facilities](#). [2] [WorkSafe ACT, Hazardous chemicals](#). [3] [NHMRC, Australian Guidelines for the Prevention and Control of Infection in Healthcare \(2019\)](#). [4] [Carpet Institute of Australia, Carpets Cleaning Maintenance: Residential and Commercial Installations \(fact sheet\)](#). [5] [Carpet Institute of Australia, Carpet maintenance](#).