

Office and practice cleaning plan

Record rooms, tasks, intervals and responsibilities before the first visit. The completed template supports discussion; the individual quote remains binding.

Company / property: _____

Address: _____

Contact person / phone / email: _____

Desired start / access arrangements: _____

Workplaces and general rooms

- ☐ Vacuum or damp-mop floors
- ☐ Dust clear surfaces
- ☐ Dispose of waste using the agreed system
- ☐ Clean reception and meeting rooms
- ☐ Vacuum upholstery as agreed

Kitchen and sanitary areas

- ☐ Clean external kitchen surfaces
- ☐ Clean sinks and taps
- ☐ Clean sanitary surfaces and mirrors
- ☐ Damp-mop floors
- ☐ Check consumables as agreed

Notes / person responsible: _____

Office and practice cleaning plan (continued)

Continue recording tasks and responsibilities below.

Periodic or additional tasks

- ☐ Windows and glass surfaces
- ☐ Frames, rebates and blinds
- ☐ Carpet or upholstery cleaning
- ☐ Deep cleaning of heavily used areas
- ☐ Cupboard interiors or other agreed work

Agreed schedule

- ☐ Weekdays: _____
- ☐ Time window: _____
- ☐ Visit duration: _____
- ☐ Periodic dates: _____

Feedback and quality checks

- ☐ Identify the affected room or area
- ☐ Record the specific task and visit date
- ☐ Send feedback to the responsible person
- ☐ Record a correction or change to the plan
- ☐ Briefly confirm the follow-up check

Notes / person responsible: _____

Privacy: Do not record passwords, alarm codes, medical details or other confidential information here. Use the separately agreed secure channel. Discussed on: _____ Client: _____ KRIZANOVIC: _____

Online guide: krizanovic.ch/en/office-cleaning-control-plan-zug.html