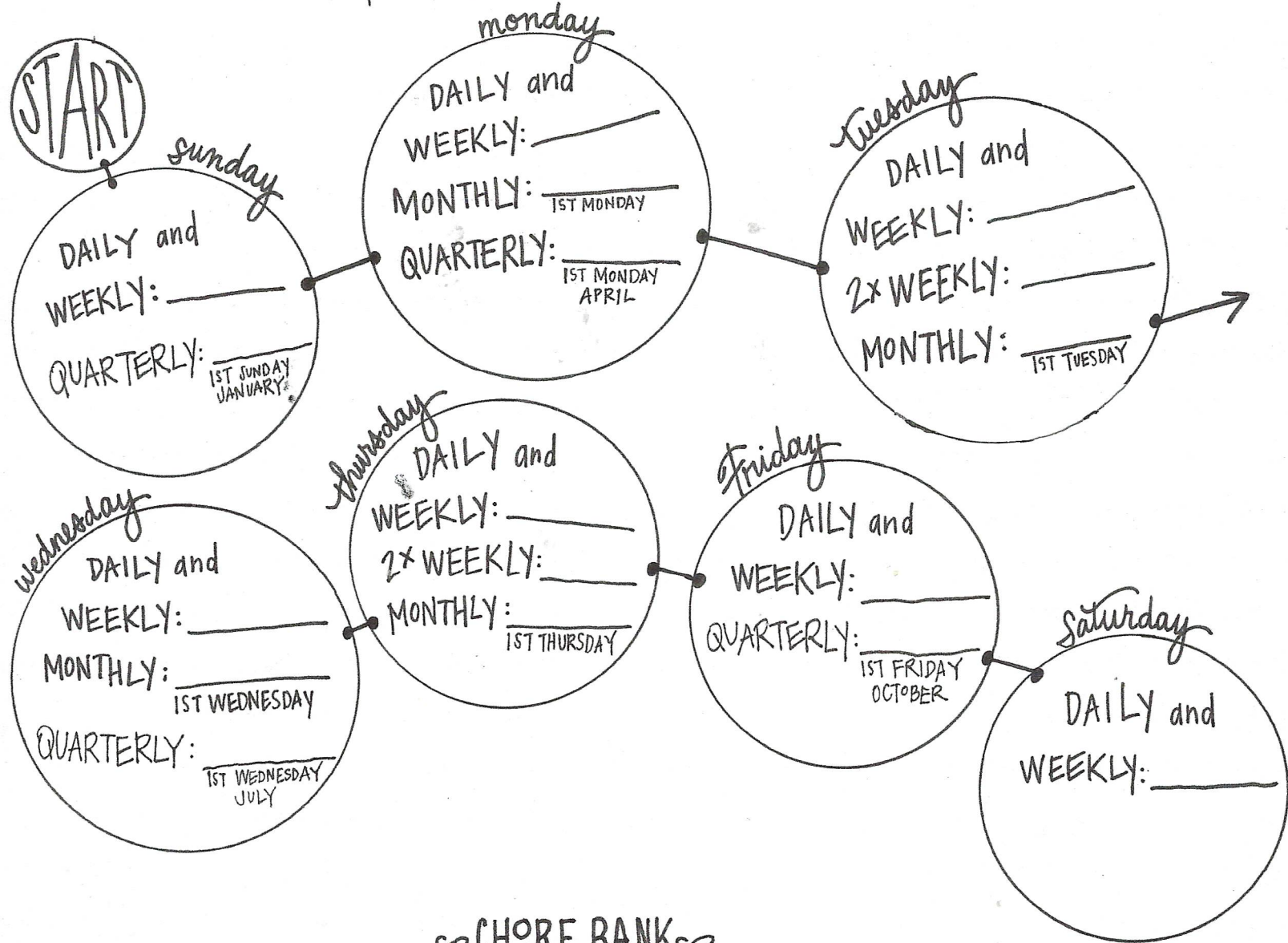# 401: OPERATIONS
creating a cleaning schedule
CUSTOM CHORE CHART

Trace's STORE SCHOOL

Laminate this handy sheet & place on clipboard with a wet-erase pen. Erase & ReUse

START

sunday
DAILY and
WEEKLY: _____
QUARTERLY: _____
1ST SUNDAY JANUARY

monday
DAILY and
WEEKLY: _____
MONTHLY: _____
1ST MONDAY
QUARTERLY: _____
1ST MONDAY APRIL

Tuesday
DAILY and
WEEKLY: _____
2× WEEKLY: _____
MONTHLY: _____
1ST TUESDAY

wednesday
DAILY and
WEEKLY: _____
MONTHLY: _____
1ST WEDNESDAY
QUARTERLY: _____
1ST WEDNESDAY JULY

thursday
DAILY and
WEEKLY: _____
2× WEEKLY: _____
MONTHLY: _____
1ST THURSDAY

Friday
DAILY and
WEEKLY: _____
QUARTERLY: _____
1ST FRIDAY OCTOBER

saturday
DAILY and
WEEKLY: _____

∽ CHORE BANK ∽

daily	weekly	2× weekly	monthly	quarterly
procedures + sweep spot-mop restrooms	water plants wipe handles/switches wipe POS system employee fridge	super-mop	clean freezers clean check out hose rugs glass	bulbs batteries backstock in depth fixtures - under
○ dust	○ microwave	○	○	○
○ trash	○	○	○	○
○	○	○	○	○