

Commercial Cleaning Frequency Guide

How to determine daily, weekly, monthly and periodic cleaning schedules for your site.

Why frequency planning matters

Every site is different. Foot traffic, industry, hygiene risk and public exposure all change how often an area needs attention. This guide helps you map the right cleaning frequency to each part of your facility — and gives you a working template to plan and track it.

Getting the Frequency Right

Cleaning frequency isn't one-size-fits-all. A busy medical centre and a low-traffic warehouse office need very different schedules, even though both are "commercial" sites. Before setting a schedule, it helps to weigh up the factors below.

- Foot traffic — how many people move through the space each day
- Industry risk — medical, food service and childcare sites carry higher hygiene requirements
- Public exposure — customer-facing areas need more frequent presentation cleaning than back-of-house
- Surface type — carpets, hard floors, glass and high-touch points wear and soil differently
- Operating hours — after-hours or 24/7 sites may need cleaning windows built around occupancy
- Budget and priorities — balancing ideal frequency against realistic site budgets

Most commercial cleaning programs are built from four frequency bands: daily, weekly, monthly and periodic (quarterly, bi-annual or annual). Use the sections below to plan each one for your site.

The Four Frequency Bands

DAILY CLEANING

Tasks required every operating day to maintain hygiene, presentation and safety in high-use areas.

Typical tasks:

- Empty bins and replace liners
- Clean and sanitise amenities and washrooms
- Wipe down high-touch points (door handles, light switches, handrails)
- Vacuum or sweep high-traffic floors
- Spot-clean glass entry doors and reception areas

- Restock consumables (soap, paper towel, toilet paper)

Site schedule — fill in for your facility:

Task	Area	Assigned	Notes

WEEKLY CLEANING

Tasks that maintain presentation in lower-traffic or secondary areas, completed on a set day each week.

Typical tasks:

- Detailed vacuuming under desks and furniture
- Dusting of surfaces, skirting boards and window sills
- Mopping hard floors in low-traffic areas
- Cleaning internal glass partitions
- Wiping down kitchen appliances (exterior)
- Spot-cleaning walls and light switches

Site schedule — fill in for your facility:

[illegible]

MONTHLY CLEANING

Deeper maintenance tasks that prevent build-up and protect surfaces, scheduled once a month.

Typical tasks:

- High and low dusting (vents, ledges, light fittings)
- Detailed cleaning of kitchen appliances (interior)
- Washing internal bins and bin areas
- Cleaning behind and under furniture
- Wiping skirting boards and door frames throughout
- Detail cleaning of amenities fittings and grout lines

Site schedule — fill in for your facility:

Task	Area	Assigned	Notes

Task	Area	Assigned	Notes

PERIODIC CLEANING (QUARTERLY / BI-ANNUAL / ANNUAL)

Specialist or heavy-duty tasks that protect long-term asset value, planned around quieter periods or shutdowns.

Typical tasks:

- Carpet hot water extraction or deep cleaning
- Hard floor strip, seal and polish
- Upholstery and fabric cleaning
- External window cleaning
- High-access and pressure washing
- Solar panel cleaning

Site schedule — fill in for your facility:

Task	Area	Assigned	Notes

Task	Area	Assigned	Notes

How to Use This Template

1. Walk your site and list every area — offices, amenities, kitchens, entries, warehouse floor, plant rooms.
2. Assign each area's tasks to a frequency band using the guidance above as a starting point.
3. Fill in the schedule tables with the specific area, who's responsible and any special notes (e.g. product restrictions, access requirements).
4. Review the schedule every 6–12 months, or after any change in site use, staffing levels or layout.

Not sure where to start?

Master Clean can assess your site and build a tailored schedule covering daily, weekly, monthly and periodic tasks — backed by a coordinated team across Melbourne and Victoria.

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