

Plan the week before the visit

Print and fill by hand. General-office planning aid; adapt tasks and frequencies to the agreed scope.

Site alias: _____ Week beginning: _____

Scope revision: _____ Service days / access: _____

1 / Assign each task to an actual visit

Write a date, not just "weekly". Hours mean total cleaner-hours across the crew.

Area + agreed task	Frequency	Visit / due date	Owner	Planned hours

2 / Check the busiest visit

Add routine + weekly detail + periodic + setup labor once. Divide by crew only for an idealized elapsed-time check. Confirm access, sequencing and equipment separately.

Visit date: _____ Total cleaner-hours: _____ Crew: _____ Hours each: _____

Available access window: _____ Workload / access conflict: _____

3 / Keep due-but-unfinished work visible

At the visit, use the separate completion checklist. Done = completed; Not due = not scheduled; Unable = due but unfinished. An empty box is not evidence of completion.

Issue / task: _____ Follow-up owner: _____

Agreed next action / date: _____

Two visits, different workloads

Invented office example. These task allowances are not production standards or recommended frequencies.

Work group	Tue Oct 6	Fri Oct 9	Schedule rule
Routine included tasks	3.00 hours	3.00 hours	Each scheduled visit
Weekly interior-glass detail	Not due	0.50 hours	Friday only; excluded from routine allowance
Monthly cabinet-top detail	0.75 hours	Not due	First scheduled Tuesday of the month
Setup / transitions	0.25 hours	0.25 hours	Once per visit; not in task allowances
TOTAL cleaner-hours	4.00	3.75	7.75 cleaner-hours for the week

Check crew time before you promise access hours

With two cleaners and perfectly shared work: Tuesday $4.00 / 2 = 2.00$ elapsed hours; Friday $3.75 / 2 = 1.875$ hours (1 hour 52 minutes 30 seconds). This is a planning illustration, not a guaranteed finish time.

A 1 hour 45 minute access window on Friday is 7 minutes 30 seconds shorter than even that idealized result. Resolve the work, staffing or access constraint with the client before confirming the schedule.

Handle a closure without hiding the missed work

If Friday access is cancelled, record the due tasks as unable to complete and agree an owner and revised date. Do not mark them Not due or automatically add all work to Tuesday. Recheck the next visit workload and agreed billing terms.

Plan the next due date, not a repeating four-week shortcut

For the example rule "first scheduled Tuesday", the next monthly date is November 3, 2026. A calendar month and four weeks are different rules. Record which one the scope actually requires.

Instructions and the separate visit-completion sheet: janitormath.com/guides/commercial-cleaning-checklist/
All tasks, dates and allowances on this page are JanitorMath teaching examples.