

Strata Cleaning Schedule

Weekly, Monthly & Quarterly Checklist Template

Page 1: Daily

Use this checklist for daily spot-checks and touch-ups. A cleaner visits once daily (early morning or after hours). Tick each task as completed, record date and initials. Based on ISSA cleaning time standards and AS 4674.

DAILY CLEANING CHECKLIST — TIER 1

Lobby / Foyer

- | | | |
|--|-------------|-----------------|
| <input type="checkbox"/> Sweep and mop all hard floor surfaces | Date: _____ | Initials: _____ |
| <input type="checkbox"/> Empty all bins and replace liners | Date: _____ | Initials: _____ |
| <input type="checkbox"/> Wipe down seating and reception furniture | Date: _____ | Initials: _____ |
| <input type="checkbox"/> Spot-clean glass entry doors and panels | Date: _____ | Initials: _____ |
| <input type="checkbox"/> Check and tidy noticeboard area | Date: _____ | Initials: _____ |

Corridors

- | | | |
|---|-------------|-----------------|
| <input type="checkbox"/> Sweep hard floors, spot-clean any spills | Date: _____ | Initials: _____ |
| <input type="checkbox"/> Empty corridor bins and replace liners | Date: _____ | Initials: _____ |
| <input type="checkbox"/> Spot-clean wall marks and scuffs | Date: _____ | Initials: _____ |
| <input type="checkbox"/> Check fire exit signage is unobstructed | Date: _____ | Initials: _____ |

Lifts

- | | | |
|--|-------------|-----------------|
| <input type="checkbox"/> Spot-clean lift walls and mirrors | Date: _____ | Initials: _____ |
| <input type="checkbox"/> Mop lift floor | Date: _____ | Initials: _____ |
| <input type="checkbox"/> Empty lift bin (if fitted) | Date: _____ | Initials: _____ |
| <input type="checkbox"/> Sanitise lift buttons and handrails | Date: _____ | Initials: _____ |

Stairwells

- | | | |
|--|-------------|-----------------|
| <input type="checkbox"/> Sweep stairs and landings | Date: _____ | Initials: _____ |
| <input type="checkbox"/> Spot-clean handrails on main floors | Date: _____ | Initials: _____ |
| <input type="checkbox"/> Remove visible cobwebs at eye level | Date: _____ | Initials: _____ |
| <input type="checkbox"/> Check for litter or obstructions | Date: _____ | Initials: _____ |

Car Park

- | | | |
|---|-------------|-----------------|
| <input type="checkbox"/> Sweep entrance ramp and pedestrian areas | Date: _____ | Initials: _____ |
| <input type="checkbox"/> Empty car park bins | Date: _____ | Initials: _____ |
| <input type="checkbox"/> Spot-clean oil or fluid spills | Date: _____ | Initials: _____ |

Common Bathrooms / Amenities

- | | | |
|--|-------------|-----------------|
| <input type="checkbox"/> Clean and disinfect toilets, basins, mirrors | Date: _____ | Initials: _____ |
| <input type="checkbox"/> Mop bathroom floors with hospital-grade cleaner | Date: _____ | Initials: _____ |
| <input type="checkbox"/> | Date: _____ | Initials: _____ |

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Page 2: Weekly

Weekly deep-clean rotation by zone. Divide your building into zones and rotate deep cleans on a 4-week cycle.

WEEKLY CLEANING CHECKLIST — TIER 2

Lobby / Foyer (Week 1 Focus)

- Carpet shampoo or encapsulation clean (if carpeted) Date: _____ Initials: _____
- Polish glass doors and side panels inside and out Date: _____ Initials: _____
- Machine scrub hard floor surfaces Date: _____ Initials: _____
- Dust and wipe all skirting boards Date: _____ Initials: _____
- Clean entrance mats (wash or replace) Date: _____ Initials: _____
- Wipe down mailboxes and intercom panel Date: _____ Initials: _____

Corridors & Stairwells (Week 2 Focus)

- Mop all hard floors with auto-scrubber or flat mop Date: _____ Initials: _____
- Vacuum all carpeted corridors Date: _____ Initials: _____
- Wipe handrails top to bottom (all floors) Date: _____ Initials: _____
- Mop stairwell stairs and landings Date: _____ Initials: _____
- Clean fire door glass panels Date: _____ Initials: _____
- Dust light fittings within reach Date: _____ Initials: _____

Car Park & Bin Areas (Week 3 Focus)

- Sweep entire car park floor Date: _____ Initials: _____
- Spot-clean oil stains and spills Date: _____ Initials: _____
- Clean bin room walls and floor Date: _____ Initials: _____
- Sanitise bin lids and surrounds Date: _____ Initials: _____
- Sweep loading dock and ramp Date: _____ Initials: _____
- Remove cobwebs from ceiling and pipes Date: _____ Initials: _____

Specialist Areas (Week 4 Focus)

- Pool deck: sweep and mop, clean furniture Date: _____ Initials: _____
- Gym: sanitise all equipment, deep mop floor Date: _____ Initials: _____
- BBQ area: degrease cooking surfaces, wipe tables Date: _____ Initials: _____
- Laundry: clean machines exterior, mop floor, lint traps Date: _____ Initials: _____
- Garden paths: sweep, remove debris and leaf litter Date: _____ Initials: _____

WEEKLY SIGN-OFF

Completed by: _____ Signature: _____ Date: _____

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Page 3: Monthly & Quarterly

Monthly and quarterly tasks address deep maintenance that prevents long-term deterioration and maintains asset value.

MONTHLY DEEP CLEANING — TIER 3A

Lobby / Foyer

- Deep scrub skirting boards and base boards Date: _____ Initials: _____
- Clean all light fittings and diffusers Date: _____ Initials: _____
- Wash interior walls (damp wipe) Date: _____ Initials: _____
- Detail clean entry door tracks and frames Date: _____ Initials: _____

Corridors & Stairwells

- Detailed carpet clean (encapsulation or HWE) Date: _____ Initials: _____
- Clean ceiling vents and air return grilles Date: _____ Initials: _____
- Wipe fire equipment housing (extinguisher, hose reel) Date: _____ Initials: _____
- Clean stairwell walls and fire doors both sides Date: _____ Initials: _____

Lifts & Common Areas

- Deep scrub lift walls and floor (descale if needed) Date: _____ Initials: _____
- Clean behind and under common area furniture Date: _____ Initials: _____
- Polish any metal or stainless steel surfaces Date: _____ Initials: _____
- Window internal clean (common areas) Date: _____ Initials: _____

QUARTERLY DEEP MAINTENANCE — TIER 3B

Building-Wide Quarterly Tasks

- Pressure wash exterior paths, entry, and car park Date: _____ Initials: _____
- External window clean (all common area windows) Date: _____ Initials: _____
- Carpet shampoo full rotation (hot water extraction) Date: _____ Initials: _____
- Hard floor strip, seal, and polish cycle Date: _____ Initials: _____
- High-reach cobweb and ceiling clean (all areas) Date: _____ Initials: _____
- Deep sanitise bin room (pressure wash + deodorise) Date: _____ Initials: _____
- HVAC vent and grille deep clean Date: _____ Initials: _____
- Pool area: pressure wash deck, deep clean filters, drain inspect Date: _____ Initials: _____
- Gym: full sanitisation, filter change, equipment detail Date: _____ Initials: _____
- Garden: full maintenance, hedge trim, soil refresh Date: _____ Initials: _____
- Inspect and replace damaged anti-slip strips on stairs Date: _____ Initials: _____
- Touch-up paint on scuff marks (stairwells, corridors) Date: _____ Initials: _____

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Page 4: Seasonal & Notes

Adjust your cleaning schedule seasonally. Sydney climate creates specific challenges throughout the year.

SEASONAL CLEANING ADJUSTMENTS — SYDNEY CLIMATE

Summer (December - February)

- Increase bin collection frequency (odour control in heat)
- Additional pool and BBQ area cleans (heavy use period)
- Increase pest inspection frequency around bin areas
- Mould check in car park and basement (humidity)
- Extra attention to glass and entry due to sand/beach debris

Winter (June - August)

- Increase entrance mat cleaning (wet weather tracking)
- Additional mop frequency in lobbies (rain and mud)
- Check for mould in stairwells and poorly ventilated areas
- Increase sanitisation of high-touch points (flu season)
- Gutter and drain check around building perimeter

Spring / Autumn Transitions

- Pollen control: increase HEPA vacuuming frequency
- Leaf litter sweep on paths, car park, balconies
- Window clean schedule (before/after wet season)
- Deep clean air vents (seasonal allergen flush)

BUILDING-SPECIFIC NOTES & SPECIAL INSTRUCTIONS
