

Office Maintenance Schedule Template

A ready-to-use maintenance cadence for office premises — covering daily housekeeping through to annual systems servicing, so nothing falls through the cracks.

Assign an owner to each frequency band below (caretaker, facilities contractor, or in-house team) and use the Preventive Maintenance Planner to log completion dates.

DAILY Tasks — Every Working Day

- ☐ Empty bins and clean common areas, kitchens and restrooms
- ☐ Check entrance doors, locks and access control function
- ☐ Visually inspect for spills, trip hazards or obstructions
- ☐ Confirm reception and meeting room equipment is functioning

WEEKLY Tasks — Every Week

- ☐ Clean windows and glass partitions in high-traffic areas
- ☐ Check and top up cleaning and hygiene supplies
- ☐ Inspect carpets and flooring for stains or damage
- ☐ Test meeting room AV and conferencing equipment

MONTHLY Tasks — Every Month

- ☐ Clean or replace air conditioning filters
- ☐ Test fire extinguishers and emergency lighting
- ☐ Inspect furniture and workstations for wear or damage
- ☐ Check server/comms room cooling and cleanliness

QUARTERLY Tasks — Every 3 Months

- ☐ Deep-clean carpets and upholstery
- ☐ Service HVAC systems fully (not just filters)
- ☐ Inspect and test backup power and UPS systems
- ☐ Review pest control coverage and treatment

ANNUAL Tasks — Once a Year

- ☐ Full electrical safety inspection and certification
- ☐ Repaint or refresh interior finishes where needed
- ☐ Service lift/elevator systems and renew safety certificate
- ☐ Review office layout for fire escape compliance

TIP Colour-code this schedule by department responsibility (cleaning contractor, facilities team, external specialist) so accountability is clear at a glance.

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