**Quarterly Cleaning Schedule**

#### **Quarterly Cleaning Tasks**

| **Quarter** | **Task** | **Location** | **Responsible Person** | **Status** |
| --- | --- | --- | --- | --- |
| Q1 (Jan-Mar) | Clean HVAC system | All Locations | [Maintenance] | [Pending/Completed] |
| Q1 (Jan-Mar) | Inspect fire safety equipment | All Locations | [Maintenance] | [Pending/Completed] |
| Q2 (Apr-Jun) | Clean and polish windows | All Areas | [Cleaning Team] | [Pending/Completed] |
| Q2 (Apr-Jun) | Replace air filters | All Locations | [Maintenance] | [Pending/Completed] |
| Q3 (Jul-Sep) | Deep clean carpets | Office Areas | [Cleaning Team] | [Pending/Completed] |
| Q3 (Jul-Sep) | Sanitize upholstery | Lobby/Waiting Area | [Cleaning Team] | [Pending/Completed] |
| Q4 (Oct-Dec) | Deep clean storage rooms | Storage Areas | [Cleaning Team] | [Pending/Completed] |
| Q4 (Oct-Dec) | Inspect plumbing systems | Bathrooms/Kitchen | [Maintenance] | [Pending/Completed] |