

Co-Working Space Cleaning Schedule

Dear Co-Workers,

In our effort to maintain a clean and organized workspace, we have developed a shared cleaning schedule. Please review the schedule below and make note of your assigned cleaning duties.

Cleaning Schedule

Day	Assigned To	Tasks
Monday	John Doe	Vacuum carpets and wipe down surfaces
Tuesday	Jane Smith	Clean kitchen area and refill supplies
Wednesday	Emily Johnson	Dust furniture and organize common areas
Thursday	Michael Brown	Clean bathrooms and restock toiletries
Friday	Alice Davis	Empty trash bins and deep clean floors

Thank you for your cooperation in keeping our shared space clean and pleasant for everyone!

Best regards,
The Co-Working Space Management