

Cleaning Frequency Matrix Template

Set the right cleaning frequency for every area, then turn it straight into a staff rota.

A frequency matrix lists every area on site against how often each task needs doing — daily, several times a week, weekly, monthly or quarterly — so staffing hours can be calculated accurately and nothing defaults to "whenever there's time."

Download the template

A fillable area-by-task-by-frequency grid, ready to populate from your own specification.

Why frequency should vary by area, not be one blanket standard

A washroom in a busy public building may need attention two or three times a day; a quarterly-used storeroom might only need a monthly dust. Applying one frequency to a whole building either under-serves high-traffic areas or wastes hours over-servicing low-traffic ones.

Example frequency matrix

Area	Daily	2-3x/week	Weekly	Monthly	Quarterly
Reception/entrance	Floors, glass, bins	-	-	-	-
Washrooms (high traffic)	2x daily clean	-	-	Descale	-
Washrooms (low traffic)	Once daily	-	-	Descale	-
Open-plan offices	Bins, floors, touch points	-	Dusting	-	-
Meeting rooms	-	Vacuum, wipe surfaces	-	-	-
Kitchens/break-out	Surfaces, bins, floor	-	Appliance deep-clean	-	-
Corridors/stairwells	-	Vacuum/mop	-	-	-
High-level/light fittings	-	-	-	Dust	Deep clean
Carpets (general)	Vacuum (daily/2-3x)	-	-	-	Deep extraction clean

Turning frequency into hours

For each area, estimate the time a task takes and multiply by its frequency to calculate weekly labour hours — this is what a fixed monthly price should actually be built from, rather than a flat rate per square metre with no basis.

Reviewing the matrix

Revisit the matrix if traffic patterns change (a department grows, a room changes use) or if audit scores show an area is consistently under-served — the fix is often a frequency change, not just "clean harder."

Prepared by Optus Glean UK — nationwide commercial cleaning. For a free site survey and a fixed monthly quote, visit optusglean.co.uk/quote or call 0330 027 2159. This template is provided as a practical starting point and is not legal advice.