



“Before you call anybody about your Business, Finances, Money, or Taxes...CALL US”

DAILY MAINTENANCE SHEET

Today's Date: _____, 2025

PLACE YOUR INITIALS NEXT TO EACH CATEGORY UPON COMPLETION

- _____ **Clean bathroom (mirror, sink, sweeping and mopping of floor, toilet, etc.)**
- _____ **Clean break room (chairs, countertops, microwave, refrigerator, table, toaster oven, etc.)**
- _____ **Clean doors and windows (inside and out)**
- _____ **Empty all trash cans**
- _____ **File client's office copy folders (verify each folder has been initialed by an Office Manager)**
- _____ **Log in the quantity of tax returns completed on the Tax Return Tracking Log**
- _____ **Organize receptionist desk**
- _____ **Organize and re-stock bookcases**
- _____ **Prepare and mail thank you cards**
- _____ **Polish desks**
- _____ **Re-stock desk supplies (glue stick, liquid paper, notepads, paperclips, pens, etc.)**
- _____ **Re-stock paper (copy machine, fax machine, printers, etc.)**
- _____ **Re-stock refreshment area (candy, cups, juices, napkins, snacks, etc.)**
- _____ **Staple and file bills and Pending Ack Reports**
- _____ **Sweep outside frontage area of the office**
- _____ **Take out trash**
- _____ **Vacuum floor (do not perform while clients are in the office)**
- _____ **Verify that the quantity of all four trays and thank you cards are equal at the receptionist desk**
- _____ **Wipe off all chairs and legs**
- _____ **I have verified that all task on the Daily Maintenance Sheet have been completed (Office Manager)**