

Monthly Office Cleaning and Maintenance Schedule

| Year: | Tasks | Done? |
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| January | | |
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| February | | |
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| March | | |
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| April | | |
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| May | | |
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| June | | |
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| July | | |
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| August | | |
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| September | | |
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| October | | |
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| November | | |
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| December | | |
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