



BELIEVE THERAPIES

therapy that works

Front Office

Daily	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Empty Trash																																
Shred papers																																
Empty shredder																																
Sweep, spot mop																																

Weekly	1	2	3	4	5
Wipe down countertops					
Dust baseboard					
Wipe down doors					
Wipe down door handles					
Sweep and mop					

Monthly
Dust for cobwebs