

Cleaning Calendar Quick Start

One question: **will my recurring cleaning schedule fit?** Recurring customers on real dates, checked day by day against one crew's hours for 12 weeks.

- 1

Set your available cleaning hours

For each weekday, the hours one crew can spend cleaning **after** breaks, driving and other work (travel isn't calculated). It's elapsed time: two people cleaning together for 2 hours use 2 hours. Use decimals: 2.5 = 2 h 30 min. Enter 0 for a day you don't clean; a blank day can't be checked.
- 2

Enter each recurring customer on its real dates

A short label, the **first visit date** (its weekday is the visit day), **Repeat every** (Weekly, Every 2, 3 or 4 weeks), the crew's **visit length** in hours and, if it stops, the **last visit date** (included). Two properties for one customer get two rows. Missing details show **Check details** and stay out of the hours.
- 3

Check all 12 weeks, not just this one

Every day in a 12-week window (Monday to Sunday weeks) gets a status: **Over capacity**, **Full** (exactly your hours), **Room available**, **No visits**, **Closed** or **Capacity not set**. The window only counts as a fit when every weekday has hours and no customer needs details.
- 4

Adjust a pattern deliberately

Change a first date, cycle, length or your hours on purpose, then check again. Changing a first date or cycle moves **every** visit in that pattern, not one visit. Nothing is moved for you, and nobody is told: confirm changes with the customers affected.
- 5

Print the week you need

In the Excel planner, open the **Week** sheet, type any date in that week and use File > Print. It lists every visit by day with each day's planned hours, available hours, any overload and any incomplete-record warning.

Worked example

Made-up customers and hours to show the check. A starts Mon Oct 26, 2026 (weekly), B starts Oct 26 (every 2 weeks), C starts Nov 9 (every 4 weeks). The first week fits; Nov 9 doesn't, and the overload comes back every 4 weeks (Dec 7, Jan 4).

Monday (6 h available)	A: 2 h weekly	B: 3 h every 2 weeks	C: 2 h every 4 weeks	Planned	Result
Oct 26, 2026	2	3	–	5 h	Room: 1 h free
Nov 2	2	–	–	2 h	Room: 4 h free
Nov 9	2	3	2	7 h	OVER: 1 h over
Nov 16	2	–	–	2 h	Room: 4 h free
Nov 23	2	3	–	5 h	Room: 1 h free
Nov 30	2	–	–	2 h	Room: 4 h free
Dec 7	2	3	2	7 h	OVER: 1 h over

Every 4 weeks is not monthly

Every 4 weeks is 13 visits a year and lands on the same weekday, drifting through the month: Nov 9, Dec 7, Jan 4. Monthly would be 12 visits on changing weekdays. Patterns count from the real first date, not week numbers, so they don't reset at a new month or year. This is a capacity check, not timed appointments: it can't tell whether jobs overlap on the clock or whether travel between them works.