Cleaning schedule

MopaCheck

Site: _____ Week of: _____ Supervisor: _____

Area	Task	Frequency	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Assigned to
Reception	Empty trash; wipe the front desk	Daily	•	•	•	•	•			
Restrooms	Clean and disinfect toilets and sinks; restock paper and soap	Daily	•	•	•	•	•			
Kitchen / breakroom	Wipe counters, sink, tables and microwave	Daily	•	•	•	•	•			
Workstations	Empty trash and recycling	Daily	•	•	•	•	•			
Floors	Vacuum and mop high-traffic areas	Daily	•	•	•	•	•			
Workstations	Dust desks; wipe phones and keyboards	Weekly		•						
Glass and doors	Clean entrance glass and interior glass doors	Weekly			•					
Kitchen / breakroom	Clean out the fridge	Weekly					•			
Vents and lights	Dust vents, light fixtures and high ledges	Monthly				•				
Floors	Deep-clean carpets; scrub hard floors	Monthly						•		

Mark • on the days each task is due; put monthly tasks on the week they fall. Cleaners initial next to the • when the task is done.

Do it with a phone and a QR code: mopacheck.com