Daily cleaning checklist

MopaCheck

Site: _____ Date: _____ Cleaner: _____

Area	Task	Done	Time	Initials	Notes
Entrance	Vacuum the entry mat; wipe door glass and handles				
Reception	Empty trash; wipe the front desk				
Restrooms	Clean and disinfect toilets, urinals and sinks				
Restrooms	Restock toilet paper, paper towels and soap				
Kitchen / breakroom	Wipe counters, sink, tables and microwave				
Workstations	Empty trash and recycling				
Meeting rooms	Wipe tables and clean whiteboards				
Shared touchpoints	Wipe door handles, light switches and elevator buttons				
Floors	Vacuum carpets; mop hard floors in high-traffic areas				
Trash	Take bags out to the dumpster; replace liners				

Check Done and write the time and your initials as soon as each task is finished, not at the end of the shift. Write anything missing or broken under Notes.

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