Office cleaning checklist

MopaCheck

Site: _____ Week of: _____ Supervisor: _____

Area	Task	Mon	Tue	Wed	Thu	Fri	Notes
Reception	Empty trash and wipe the front desk						
Workstations	Dust desks; wipe phones and keyboards						
Restrooms	Clean and disinfect toilets and sinks; restock paper and soap						
Kitchen / breakroom	Wipe counters, sink and microwave						
Meeting rooms	Wipe tables and clean whiteboards						
Floors	Vacuum carpets and mop hard floors						
Entrance	Clean door glass and wipe handles						

Initial each task when it is done, 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