

Janitorial Inspection Form

MopLogic free template

Site name:

Date:

Inspector name:

Visit type (Routine / Supervisor / Complaint follow-up):

Photo rules

- No photos of people.
- No photos in restrooms, locker rooms, exam rooms, or any space where people expect privacy. Checklist and timestamp only in those spaces.
- No photos of personal items, documents, screens, mail, medication, or anything that shows a third party's private information.
- Photos only of completed work areas, taken when the area is empty.
- Get the client site's permission before taking photos on their premises.
- Tell staff that visit records, timestamps, and work area photos are collected.

Entry and lobby

- ☐ Entrance glass clean and free of smudges
- ☐ Door handles disinfected
- ☐ Mats straight and clean
- ☐ Lobby dusted
- ☐ Trash emptied and liner replaced
- ☐ Lights working

Notes:

Offices and work areas

- ☐ Desks and counters dusted and wiped
- ☐ Phones and keyboards wiped
- ☐ Trash and recycling emptied
- ☐ Blinds dusted
- ☐ Spots on carpet or floor treated
- ☐ Lights off per closing list

Notes:

Restrooms

- ☐ Toilets cleaned and flushed
- ☐ Sinks and counters cleaned
- ☐ Mirrors clean
- ☐ Soap and paper restocked
- ☐ Trash emptied
- ☐ Floors mopped and dry
- ☐ Stall doors and handles wiped

Notes:

Break room and kitchen

- ☐ Counters wiped
- ☐ Sink cleaned
- ☐ Microwave interior wiped
- ☐ Trash and recycling emptied
- ☐ Floor swept and mopped

Notes:

Trash

- ☐ All bins emptied
- ☐ Liners replaced
- ☐ Trash staged per site rules

Notes:

Floors

- ☐ Hard floors dust mopped and damp mopped
- ☐ Carpets vacuumed edge to edge
- ☐ Spills treated
- ☐ Mats shaken or vacuumed
- ☐ Floor dry and safe

Notes:

Closing sign-off

Overall score (1 to 5):

Notes:

Signature:

Photo attached:

☐

Yes

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No