Restroom cleaning log

Add a line at every check: the time, your initials and a tick for each item in order.

Restroom _____ **Floor or wing** _____

Date _____ **Started by** _____

Check log

	TIME	INITIALS	STOCKED	FIXTURES	FLOOR	TRASH	NOTES
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What the boxes mean

- ☐ Stocked: seat covers, liners, toilet paper, towels, soap, sanitizer
- ☐ Fixtures: bowls, urinals, basins and mirrors wiped
- ☐ Floor: no paper on the tile, no water under the counter
- ☐ Trash: room left in every can, sanitary bins emptied

Report an issue

- ☐ Problem written in Notes with the time
- ☐ Leaks, clogs and broken parts called in to your facilities contact
- ☐ Short supply passed to whoever orders or restocks
- ☐ Repeat note raised with your cleaning contact
- ☐ Fix initialed on the next line

Swap the sheet

- [ ] Sheet retired each evening or once every row is used
- [ ] New copy clipped up and dated
- [ ] Retired sheets filed, a week to a divider

Notes