Restroom cleaning log

At each check, add the time and your initials, tick what is fine, note the rest.

Restroom or location _____ **Building floor** _____

Date _____ **Check every** _____

Check log

	TIME	INITIALS	SUPPLIES	SINKS AND FIXTURES	FLOOR	BINS	ISSUES SEEN
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Supplies to look at

- ☐ Toilet paper
- ☐ Paper towels
- ☐ Hand soap
- ☐ Hand sanitizer
- ☐ Seat covers
- ☐ Can liners

If something is wrong

- ☐ Issue written under Issues seen
- ☐ Cleaning issue passed to your cleaning contact the same day
- ☐ Leak, clog or broken fixture passed to whoever handles repairs
- ☐ Fixed issues marked done with the date

Posting and swapping

- ☐ Posted by the door where it is easy to see, pen attached
- ☐ New sheet put up when the lines run out or on your set day
- ☐ Old sheet filed with your facility papers

Notes