Restroom cleaning log

Log each check. Tick what is fine; mark an X and add a note for what is not.

Restroom _____ **Floor or wing** _____

Date _____ **Problems go to** _____

Rounds

	TIME	INITIALS	SUPPLIES FULL	FIXTURES AND COUNTERS	FLOOR	BINS	ISSUE OR NOTE
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Supplies full means

- ☐ Toilet paper in every stall
- ☐ Paper towels at each sink
- ☐ Hand soap
- ☐ Hand sanitizer
- ☐ Seat covers
- ☐ Spare can liners within reach

Report an issue

- ☐ Out of stock: refill from the closet, or tell your contact if it is empty
- ☐ Leak, clog or broken fixture: note it and tell your maintenance contact
- ☐ Spill or wet floor: wiped up, or a wet-floor sign put out
- ☐ Same issue twice in a day: flagged to your contact

End of day

- [ ] Full sheet taken down
- [ ] Fresh sheet posted with the date filled in
- [ ] Old sheet filed with the others

Notes