Restroom cleaning log

One sheet per restroom per day. Tick what is fine; leave a box blank and note why.

Which restroom _____ **Building floor or wing** _____

Date _____ **Sheet put up by** _____

Rounds

	TIME	INITIALS	STOCKED	FIXTURES	FLOOR	TRASH	ISSUE NOTED
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Stocked means

- ☐ Toilet tissue in each stall, plus a backup roll
- ☐ Towels by the basins
- ☐ Hand soap and sanitizer
- ☐ Toilet seat covers
- ☐ A bag in every bin

Fixtures, floor and trash

- ☐ Fixtures: bowls, urinals, basins, counters and mirrors pass a glance
- ☐ Floor: no standing water, stray paper or grit
- ☐ Trash: bins below the rim, each with its bag in

A row shows a problem

- [ ] Row circled so it catches the eye
- [ ] Quick fixes sorted right away and marked fixed
- [ ] Wet floor: sign down first
- [ ] Pooling water, blocked toilet or cracked seat: told to maintenance
- [ ] Same box blank day after day: raised with your cleaning company contact

End of the day

- [ ] Fresh sheet started, sooner if every row fills
- [ ] Used sheet filed by the supply closet
- [ ] Stack read once a week for patterns

Notes