Restroom cleaning log

At each check, write the time and your initials, tick each box and add any note.

Restroom _____ **Building and floor** _____

Date _____ **Check interval** _____

Who to tell about a problem _____

Checks

	TIME	INITIALS	RESTOCKED	FIXTURES AND COUNTERS	FLOOR	BINS EMPTIED	ISSUE OR NOTE
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Behind the Restocked box

- ☐ Toilet paper on each holder, spare roll nearby
- ☐ Towel dispensers loaded
- ☐ Hand soap at every sink
- ☐ Hand sanitizer by the door
- ☐ Seat covers in each stall
- ☐ Can liners in the bins, extras in the bottom

A row shows a problem

- [ ] Problem written in Issue or note
- [ ] Out-of-order sign on any stall or sink that can't be used
- [ ] Person on the Who to tell line told the same shift
- [ ] Leaks and broken fixtures sent to building maintenance
- [ ] Fix noted at the next check

When the sheet is full

- [ ] Full sheet taken down and filed
- [ ] Fresh sheet posted with the next date
- [ ] Repeat issues passed to your cleaning contact

Notes