# Restroom cleaning log

Initial a line at every check. Tick what passed and note anything that needs attention.

**Restroom or location** _____ **Floor** _____

**Date** _____ **Check every** _____

**Report problems to** _____

## Check log

| | TIME | INITIALS | PAPER AND SOAP | SINKS AND TOILETS | FLOOR | BINS | ISSUE OR NOTE |
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## Supplies to look for

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

## If a check finds a problem

- ☐ Issue and time written in Issue or note
- ☐ Refill made from the closet reserve
- ☐ Litter picked up or wet-floor sign set out
- ☐ Leaks, clogs or broken dispensers reported to your contact
- ☐ Repeat issues passed to your cleaning contact

## End of the sheet

- [ ] Fresh sheet posted
- [ ] Finished sheet filed with the others

## Notes