Restroom cleaning log

At each check, write the time and your initials, tick each column and note any issue.

Restroom _____ **Floor or wing** _____

Week of _____ **Check every** _____

Report problems to _____

Check log

	TIME	CHECKED BY	PAPER AND SOAP	SINKS AND TOILETS	FLOOR	BINS	ISSUE NOTED
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Restock at each check

- ☐ Toilet paper in every stall
- ☐ Paper towels in each towel unit
- ☐ Hand soap at each sink
- ☐ Hand sanitizer units filled
- ☐ Seat covers stocked
- ☐ Spare can liners on hand

If an entry shows trouble

- [ ] Issue written on the row with its time
- [ ] Your contact told the same shift
- [ ] Sign posted on any fixture that is out of order
- [ ] Leaks and broken parts passed to building maintenance
- [ ] Follow-up noted at the next check

Swapping the sheet

- [ ] New sheet dated and posted when rows run out or the week ends
- [ ] Old sheet filed in your folder
- [ ] Repeat issues flagged for your next schedule review

Notes