Salinas
COMMERCIAL CLEANING

PRINTABLE TEMPLATE

Restroom cleaning log

Write the time and your initials at each round, tick the boxes, note anything to fix.

Restroom _____ **Building** _____

Floor _____ **Date** _____

Checks through the day

	TIME	INITIALS	PAPER AND SOAP	SINKS AND TOILETS	FLOOR	BINS	ISSUE OR NOTE
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Before you initial a row

- ☐ Paper and soap: seat covers, sanitizer, soap, towels, toilet paper refilled
- ☐ Sinks and toilets: every fixture given a once-over
- ☐ Floor: dry underfoot, no dropped paper
- ☐ Bins: nothing overflowing, new can liner fitted

Passing on a problem

- ☐ Leak, running valve or clog reported to building maintenance
- ☐ Empty dispenser with no closet stock reported to whoever orders supplies
- ☐ Returning smell: time and stall written in Issue or note
- ☐ Name of the person told and the time written beside the note

End of the day

- [ ] Full sheet taken down
- [ ] Fresh sheet posted with the date filled in
- [ ] Old sheet filed in the restroom folder
- [ ] Repeated notes flagged for the next walkthrough or quality inspection

Notes