STOCKTON JANITORIAL

PRINTABLE TEMPLATE

Restroom cleaning log

One entry per visit: time, initials, a tick for each part that passes, and any fault.

Restroom or location _____ **Floor** _____

Date _____

Check log

	TIME IN	WHO CHECKED	REFILLS DONE	BOWLS AND BASINS	FLOOR	BINS	WHAT NEEDS FIXING
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Look at on each visit

- ☐ Toilet paper and seat covers in every stall
- ☐ Towels beside each basin
- ☐ Working soap and sanitizer dispensers
- ☐ Clean can liner in each bin
- ☐ Toilets, urinals, sinks and mirrors
- ☐ Floor with no puddles, paper or grit

Flagged an entry?

- ☐ Fault and time described under What needs fixing
- ☐ Leaks, clogs and broken fixtures sent to your facilities contact
- ☐ Empty dispensers or a skipped clean sent to your cleaning contact
- ☐ Closed sign on the door if the room is out of use
- ☐ New entry initialed once the fault is put right

Changing the sheet

- ☐ Blank sheet posted first thing each morning
- ☐ Finished sheet filed with its date visible
- ☐ Pen on a string at the holder

Notes