Continental

PRINTABLE TEMPLATE

Restroom cleaning log

Add one row for each check: time, initials and a tick for each item in good shape.

Building _____ **Floor and restroom** _____

Date _____ **Posted by** _____

Check log

	TIME	INITIALS	PAPER AND SOAP	SINKS AND FIXTURES	FLOOR	TRASH AND BINS	ISSUE NOTED
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Restock list

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

When something is wrong

- ☐ Issue written in the Issue noted column
- ☐ Property team told right away
- ☐ Repairs passed to whoever handles them
- ☐ Follow-up time and initials added on the next row
- ☐ Repeat issues raised with your cleaning supervisor

Swapping the sheet

- ☐ Sheet swapped at day end or when full
- ☐ Old sheet filed with the property records
- ☐ Open issue carried to the new sheet
- ☐ Fresh sheet posted with its fields filled in

Notes