Restroom cleaning log

On each check, write the time and your initials, tick each box, and note any issue.

Restroom or location _____ **Floor** _____

Date _____ **Target checks per day** _____

Checks

	TIME	INITIALS	PAPER AND SOAP	SINKS AND TOILETS	FLOOR DRY	BINS	ISSUE NOTED
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Paper and soap means

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

When a line shows trouble

- ☐ Quick fixes done on the spot: refill, full bin, wet patch
- ☐ Anything bigger written under Issue noted, with the time
- ☐ Your contact told before the shift ends
- ☐ Issue crossed off once sorted

Swapping the sheet

- ☐ Taken down at day's end or when the rows run out
- ☐ Fresh sheet posted with the date
- ☐ Used sheet kept with the others

Notes