NAPA JANITORIAL

PRINTABLE TEMPLATE

Restroom cleaning log

Add a row each time you check the room, tick what is right and note anything that is not.

Restroom _____ **Floor or building** _____

Date _____ **Report problems to** _____

Log

	TIME	INITIALS	PAPER AND SOAP	SINKS AND TOILETS	FLOOR	BINS	WHAT YOU FOUND
☐							
☐							
☐							
☐							
☐							
☐							
☐							
☐							
☐							
☐							
☐							
☐							
☐							
☐							
☐							

What a tick stands for

- ☐ Paper and soap: toilet paper, paper towels, hand soap, sanitizer, seat covers full
- ☐ Sinks and toilets: counters, basins, bowls and mirrors free of splashes
- ☐ Floor: dry and clear of paper and spills
- ☐ Bins: can liners in, trash below the rim

Flagging a problem

- ☐ Issue written in What you found, with the time
- ☐ Small fixes handled on the spot and noted
- ☐ Leaks, running toilets or broken fixtures sent to maintenance
- ☐ Out-of-order sign on the door if the room cannot be used
- ☐ Repeat problems passed to your cleaning contact

After closing

- [ ] Full sheet taken down
- [ ] New sheet up, dated for the next day
- [ ] Old sheet kept with the rest of the week
- [ ] Week's sheets read side by side for repeat gaps

Notes