Restroom cleaning log

One row per check: time, initials, a tick for each area in order, notes for the rest.

Date _____ **Building and floor** _____

Which restroom _____ **Sheet put up by** _____

Check log

	TIME	INITIALS	PAPER AND SOAP	FIXTURES	FLOOR	TRASH	NOTES
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Paper and soap means

- ☐ Toilet paper roll and spare in each stall
- ☐ Towels at every sink
- ☐ Hand soap dispensers working
- ☐ Hand sanitizer dispenser filled
- ☐ Seat covers loaded
- ☐ Fresh can liners in the bins

When a box is blank

- [ ] Problem written in Notes with the time
- [ ] Quick fixes done on the spot: refill, mop, empty
- [ ] Running or dripping fixture closed with a sign
- [ ] Building maintenance contact told the same day
- [ ] Follow-up check logged once handled

Swapping the sheet

- [ ] Fresh sheet each morning, or sooner when rows run out
- [ ] Old sheet dated and filed by the closet
- [ ] New sheet hung in the same spot

Notes