Restroom cleaning log

Fill one line per check: the time, your initials, a tick in each box and any issue.

Restroom _____ **Floor or wing** _____

Date _____ **Your contact** _____

Check log

	TIME	INITIALS	STOCKED	FIXTURES AND SURFACES	FLOOR	TRASH OUT	ISSUE SPOTTED
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Stock to look at each check

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

Following up a flagged line

- [ ] Problem written in the Issue spotted column
- [ ] Your contact told the same shift
- [ ] Missing stock refilled or added to the supply order
- [ ] Leak, clog or broken fixture passed to your maintenance team
- [ ] Fix noted on the next line

Swapping the sheet

- [ ] Full or old sheet taken down and filed
- [ ] New sheet posted with the date filled in

Notes