LIVERMORE
JANITORIAL CO

PRINTABLE TEMPLATE

Restroom cleaning log

Add one line for each check. Tick what was fine and write anything off in Notes.

Restroom _____ **Floor or wing** _____

Date _____ **Report problems to** _____

Check log

	TIME	INITIALS	STOCKED	SINKS, TOILETS	FLOOR	BINS	NOTES
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Stocked means all six are full

- ☐ Seat covers
- ☐ Paper towels
- ☐ Hand soap
- ☐ Hand sanitizer
- ☐ Toilet paper
- ☐ A can liner in each bin

Acting on a note

- ☐ Supply out and spare stock on hand: refilled and box ticked
- ☐ Needs another person: contact under Report problems to told
- ☐ Notes say the problem was passed on
- ☐ Next line notes when it was sorted

Changing the sheet

- [ ] Fresh sheet started each day or each week
- [ ] Old sheet checked for repeat notes
- [ ] Old sheet filed in the folder for this restroom

Notes