Restroom cleaning log

Each round: time, initials, a tick per box that checks out, a note for anything open.

Restroom _____ **Building and floor** _____

Date _____

Check log

	TIME	INITIALS	PAPER AND SOAP	SINKS AND TOILETS	FLOOR	BINS	WHAT NEEDS ATTENTION
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Box key

- ☐ Paper and soap: seat covers, toilet paper, soap, towels, sanitizer, can liners
- ☐ Sinks and toilets: fixtures and counters wiped, nothing clogged or running
- ☐ Floor: dry, no litter, no standing water
- ☐ Bins: emptied before full, fresh liner in place

Flagged line steps

- ☐ Small fix done right away and jotted down
- ☐ Bigger issue reported to your facilities contact, time written down
- ☐ Out-of-order notice hung on any unusable fixture
- ☐ Line circled once the problem is resolved
- ☐ New page each morning or once rows run out; old page filed

Notes