Bathroom cleaning log

One sheet per restroom. Add a row each round; anything needing a fix goes in Notes.

Building and floor _____ **Restroom** _____

Date _____ **Report problems to** _____

Rounds

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

- ☐ Seat covers
- ☐ Toilet tissue
- ☐ Towels
- ☐ Hand soap
- ☐ Sanitizer

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- ☐ What you saw written in Notes with your initials
- ☐ Passed to your contact on the same round
- ☐ Short supply restocked from the closet
- ☐ Leak, running toilet or broken lock sent to building maintenance
- ☐ Note circled once the fix is made

Changing the sheet

- [ ] Fresh sheet up each morning in busy rooms, each week in quiet ones
- [ ] Full sheet handed to your contact
- [ ] Repeat notes raised with your cleaning company

Notes