SF Janitorial

PRINTABLE TEMPLATE

Restroom cleaning log

At each check, write the time and your initials, tick what looks right, note what doesn't.

Restroom _____ **Floor** _____

Date _____ **Reported to** _____

Check log

	TIME	INITIALS	PAPER AND SOAP	FIXTURES	FLOOR	BINS	NOTES
☐							
☐							
☐							
☐							
☐							
☐							
☐							
☐							
☐							
☐							
☐							
☐							
☐							
☐							

What Paper and soap means

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

When a line shows a problem

- ☐ Issue written in Notes with the time
- ☐ Quick fix done on the spot and initialed
- ☐ Leak or broken fixture passed to building maintenance
- ☐ Follow-up time added to the same note

Sheet swap

- ☐ Full sheet filed with its date
- ☐ Fresh sheet posted with a pen
- ☐ Repeat notes passed to your cleaning contact

Notes