FREMONT
COMMERCIAL CLEANING

PRINTABLE TEMPLATE

Restroom cleaning log

Sign each check with the time and your initials, and note anything that needs a follow-up.

Restroom or location _____ **Floor** _____

Date _____ **Posted by** _____

Checks through the day

	TIME CHECKED	INITIALS	PAPER AND SOAP	SINKS AND TOILETS	FLOOR	BINS	WHAT YOU NOTICED
☐							
☐							
☐							
☐							
☐							
☐							
☐							
☐							
☐							
☐							
☐							
☐							
☐							

Items to restock

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

If a line flags a problem

- ☐ Leak, running toilet or faulty dispenser: told your building contact
- ☐ Supply out with none in the closet: told whoever orders supplies
- ☐ Cleaning miss: passed to your cleaning contact with the row's date and time
- ☐ Note initialed by whoever cleared the issue

Changing the sheet

- ☐ Full sheet taken down and filed by restroom
- ☐ Fresh sheet posted with the header filled in

Notes