Palo Alto
JANITORIAL

PRINTABLE TEMPLATE

Bathroom cleaning log sheet

One line per check: the hour, your initials and a tick in each column that looks right.

Restroom or location _____ **Floor** _____

Date _____ **Sheet posted by** _____

Check log

	TIME	INITIALS	PAPER AND SOAP	SINKS AND TOILETS	FLOOR	BINS	ISSUES SEEN
☐							
☐							
☐							
☐							
☐							
☐							
☐							
☐							
☐							
☐							
☐							
☐							
☐							
☐							
☐							

What each tick means

- ☐ Paper and soap: roll in each stall, towels, soap, sanitizer, seat covers
- ☐ Sinks and toilets: counters, mirror and fixtures free of splashes and litter
- ☐ Floor: dry, no puddles, paper or litter around the fixtures
- ☐ Bins: not overflowing, liners fitted, sanitary bins looked at

Following up a problem

- ☐ Problem and time written in Issues seen
- ☐ Bare dispenser topped up with stock from the closet
- ☐ Leak, clog or broken fixture reported to your building contact
- ☐ Repeat problem passed to your cleaning contact

When the grid is full

- [ ] Fresh sheet posted in the same spot
- [ ] Old sheet filed with its date range across the top
- [ ] Issues seen column skimmed for patterns

Notes