Restroom check log

Each check: write the time and your initials, tick what you looked at, note any issue.

Restroom _____ **Floor or wing** _____

Date _____ **Issues go to** _____

Check log

	TIME	INITIALS	RESTOCKED	SINKS AND BOWLS	FLOOR DRY	BINS	ISSUE NOTED
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What each tick covers

- ☐ Restocked: toilet paper, paper towels, hand soap, sanitizer and seat covers
- ☐ Sinks and bowls: toilets, urinals, sinks and counters free of mess
- ☐ Floor dry: no wet patches, no litter, no puddles around fixtures
- ☐ Bins: nothing overflowing, each relined with a new can liner

When an entry flags trouble

- ☐ Empty dispenser refilled, or noted for the next person
- ☐ Leak, running toilet or broken latch written in Issue noted
- ☐ Issue passed to your contact in Issues go to
- ☐ Room closed with a sign if it cannot be used
- ☐ New line initialed once the problem is fixed

Changing the sheet

- [ ] Interval for checks written on the sheet
- [ ] Full sheet taken down at day or shift end
- [ ] New sheet hung with the date in the header
- [ ] Old sheet kept in the folder for review

Notes