AEROSO JANITORIAL

PRINTABLE TEMPLATE

Restroom cleaning log

Add a row at each check: time, initials, a tick per box, and any issue.

Restroom or location _____ **Floor** _____

Date _____

Check log

	TIME	INITIALS	STOCKED	FIXTURES	FLOOR	BINS	ISSUE NOTED
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What each box covers

- ☐ Stocked: tissue, towels, soap, sanitizer, seat covers, liners
- ☐ Fixtures: sinks, toilets, urinals, counters, mirrors
- ☐ Floor: dry, clear of litter, no puddles
- ☐ Bins: emptied or with room to spare

If something is wrong

- ☐ Problem and time written in Issue noted
- ☐ Your contact told the same day
- ☐ Wet floor or leak marked right away
- ☐ Note initialed once fixed

Swapping the sheet

- ☐ Full or end-of-period sheet taken down
- ☐ Filed with earlier logs
- ☐ Fresh sheet posted with location, floor and date

Notes