

Washroom Cleaning Sign-Off Sheet

Show that a round actually happened, at what time and by whom, and get a reported fault in front of somebody who can fix it.

The round, signed for: cubicles, basins, floor, soap, paper and towels restocked and bins emptied — with room to note a fault and space for a supervisor to countersign. Printed to be read pinned to a door.

THE FREQUENCY IS YOURS TO SET — CHECK WHAT APPLIES

How often a washroom is attended to, what a round has to cover and what has to be recorded are set locally — they differ by country, by the kind of premises and by the operator, and they change. Check what applies to yours and write the frequency in below. This is a record of rounds carried out; it is not a standard and it sets no requirement.

Premises and washroomWeek commencingFrequency agreed for this washroom

Date	Time	Cubicles	Basins and mirrors	Floor	Soap	Paper	Towels	Bins	Faults or damage noted	Cleaner	Supervisor
dd/mm	slot	cleaned	cleaned	cleaned						initials	initials