

Restroom Cleaning Log

A week of daily rounds and the deeper work, signed off on paper. Print it, mount it inside the door, and keep the completed sheets.

Daily round

Every visit, every day. Initial the column for the day the round was completed.

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Wipe and disinfect door handles, taps, flush buttons, dispensers and handrails.							
Clean mirrors and counters and polish out smudges and water marks.							
Spot-clean floors and collect debris so nothing is left to harden.							
Empty waste bins and replace liners before odours build up.							
Restock soap, paper towels, toilet paper and hand sanitiser.							
Check that the space smells fresh and report anything unusual.							

Weekly and monthly deep clean

Scheduled work that daily wiping never reaches. Date each line as it is done.

TASK	DATE	INITIALS
Scrub grout, tile and caulking to lift soap scum and mineral build-up.		
Clean and descale taps, shower heads and any exposed piping.		
Wash walls, partitions, doors and frames down from top to bottom.		
Machine or detail clean the floor, including corners and under fixtures.		
Clean vents, louvers and any exhaust grilles so air stays fresh.		
Wipe down waste receptacles, caddies and storage areas inside and out.		
Inspect fixtures, seals and dispensers for wear and flag what needs repair.		

Inspection and reporting

The step that keeps the standard the same when the person doing the work changes.

TASK	DATE	INITIALS
Inspect the finished work against this list before the visit is closed.		
Log anything that ran out, so supply levels are adjusted rather than guessed.		
Report leaks, blocked drains, loose fixtures and damaged dispensers the day they appear.		
Confirm the repair or the reorder actually happened.		

Product notes for whoever runs the round

Product safety is a documented obligation in a workplace, not a preference.

- ☐ Follow the label, including the dwell time a disinfectant needs to work.
- ☐ Never mix cleaning products, especially bleach with anything acidic.
- ☐ A disinfectant that makes a kill claim should carry a Health Canada DIN.
- ☐ Keep the safety data sheets where the people using the products can reach them.
- ☐ Clean outside busy hours where you can, so the round does not interrupt the people it serves.