

Washroom Cleaning Log

A washroom and toilet cleaning log: each check with time, who cleaned, tasks done, consumables restocked, issues and photos, and a supervisor check.

1. Washroom

Project

Client

Site *

Site address

Date *

Time

Washroom or toilet block *

Planned checks (choose one)

☐ Hourly ☐ Every 2 hours ☐ Three times a day ☐ Daily

The Workplace (Health, Safety and Welfare) Regulations 1992 (regulations 20 and 21) require toilets and washing facilities, and the rooms they are in, to be kept clean and orderly and to be ventilated and lit. Washing facilities need clean hot and cold, or warm, water, soap or another way to clean, and towels or another way to dry hands.

2. Checks

Checks (copy this block for each one)

Time *

Cleaned by *

Done (tick all that apply)

- ☐ Toilets and urinals
- ☐ Sinks and taps
- ☐ Mirrors
- ☐ Floor
- ☐ Bins emptied
- ☐ Sanitary bins
- ☐ Toilet paper restocked
- ☐ Soap restocked
- ☐ Hand towels or dryer checked

Any issue?

☐ Yes ☐ No

What, and who was told (if applicable)

Photos (if applicable; photos: attach, or note the file names)

Checks with an issue (worked out automatically in the app)

3. Supervisor check

Standard at the supervisor check (choose one)

☐ Good ☐ Acceptable ☐ Below standard

Notes

Supervisor *

Supervisor signature