
Toilet Cleaning Checklist for Office

Prepared by: [Your Name]

Date: [Insert Date]

Introduction

This checklist ensures that all areas of the office toilet are cleaned and maintained regularly for the well-being of all employees.

General Cleaning Tasks

Daily Tasks

| Task | Status |
|-----------------------------------|------------------------------------|
| Sweep and mop the floor | <input type="checkbox"/> Completed |
| Clean and disinfect toilet bowls | <input type="checkbox"/> Completed |
| Disinfect toilet seats | <input type="checkbox"/> Completed |
| Clean sinks and countertops | <input type="checkbox"/> Completed |
| Clean mirrors | <input type="checkbox"/> Completed |
| Empty trash bins | <input type="checkbox"/> Completed |
| Refill toilet paper, soap, towels | <input type="checkbox"/> Completed |

| | |
|----------------------------------|------------------------------------|
| Clean and disinfect door handles | <input type="checkbox"/> Completed |
| Ensure air freshener is in place | <input type="checkbox"/> Completed |
| Check for any maintenance issues | <input type="checkbox"/> Completed |

Additional Notes

- Ensure cleaning supplies are stocked before cleaning.
- Address any repair needs promptly.
- Regularly check for damage to fixtures or facilities.