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# 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.