## horizontal line**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 | ☐ Completed |
| Clean and disinfect toilet bowls | ☐ Completed |
| Disinfect toilet seats | ☐ Completed |
| Clean sinks and countertops | ☐ Completed |
| Clean mirrors | ☐ Completed |
| Empty trash bins | ☐ Completed |
| Refill toilet paper, soap, towels | ☐ Completed |
| Clean and disinfect door handles | ☐ Completed |
| Ensure air freshener is in place | ☐ Completed |
| Check for any maintenance issues | ☐ Completed |

### **Additional Notes**

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