

Toilet cleaning checklist

Male / Female

Location of toilets that this form relates to

Every 30 minutes all COVID-19 checks must be completed and signed for

Date	COVID -19 Checks			Stock checks					Clean & Tidy					H&S		
	All touch points cleaned, door handles, taps	Correct doors propped open to minimise contact	AWP Machines all sanitised	Toilet paper	Soap	Sanitiser as you enter	Feminine hygiene	Air freshner	Wipe sinks and fittings	Wipe mirror	Check wipe toilets	Pick up litter	Empty bins	Clean floor and leave dry	Wet floor sign in place	Signature
Duty Manager opening checks																
12.30pm																
1pm																
1.30pm																
2pm																
2.30pm																
15.00pm (Duty Manager)																
3.30pm																
4pm																
4.30pm																
5pm																
5.30pm																
6pm (Duty Manager)																
6.30pm																
7pm																
7.30pm																
8pm																
8.30pm																
9pm (Duty Manager)																
9.30pm																
10pm																
10.30pm																
11pm																

Sign the box only if an item has been actioned or restocked

Report any fault or broken item to your manager as soon as possible

Report any additional comments here:

Note - AWP's to be sanitised every 30 minutes

Must be completed every 30 minutes