



Daily Checklist

Location: _____

Today's date _____ Check by: _____

It is useful to undertake this once daily checklist at different times of the day, to see if any changes are noted depending on when it is carried out.

	Yes	No
General toilet area is clean and tidy		
Toilets are flushed and clean		
Toilet seats are not cracked or broken		
Toilet seats are securely fixed on each toilet		
Toilet lids are securely fixed on each toilet		
Toilet chains/handles are intact		
Urinals are clean and free of litter		
Washbasins are clean and free of litter		
Mirrors are clean		
Floors are clean, dry and free of litter		
Walls and tiles are clean		
Ceilings are clean		
Hand dryers are clean (and clean underneath)		
Locks work on all cubicle doors		
Toilet paper dispensers are firmly fixed to wall		
Sufficient toilet paper in each cubicle		
If used, sufficient soap is available in each dispenser		
If used, there are sufficient bars of soap at each sink		
If used, mechanical hand dryers work properly		
If used, there is a sufficient supply of paper towels in each dispenser		
Bins are not over-full		
Sanitary bins are not over-full or odorous		
Sufficient supplies in sanitary vending machines		
Any graffiti has been reported for removal		
Any damage has been reported for repair		
Sufficient plastic disposal bags are available in disabled toilets		

What needs doing:

Date remedied

Person responsible
