



Monthly Checklist

Location: _____
 Today's date _____ Check by: _____

	Yes	No
Toilet and washrooms are free of peeling paint and flaking plaster		
Toilets flush easily		
Toilets are in good order		
Urinals are in good order		
There are no leaks from toilets, urinals, or pipe work		
Toilet areas are heated sufficiently		
Toilets and washrooms are well lit		
Lights are working properly and clean		
Windows are clean and free of damage		
Fittings and pipes are clean		
Walls, tiles, grouting and ceiling are free of mould and mildew		
Air vents are clean		
There are no leaks from wash basins and pipes		
Hand washing posters are displayed		
Bins, preferably pedal bins with lids or recessed, are available in all washrooms		
Mirrors are supplied and free of damage		
Mechanical ventilation is working properly		
Air fresheners are supplied and working properly		
Each cubicle door has a coat/bag hook on the inside		
If used, smoke detectors are working properly		
Sanitary bins are provided in all girls' cubicles (Year 3 or age 8 and above)		
Sanitary supplies are available for girls to access discreetly in toilets		
Toilets are open throughout the day		
Pupils are allowed to go to the toilet when they need to		
Toilets are cleaned at least twice a day		
Quick daily toilet check system is working properly (3-4 checks per day)		
There is provision for extra cleaning as required		
There is a system for pupils, parents, staff and governors to make comments or complaints about the toilets without negative repercussions		
Pupils are encouraged to report issues e.g. supplies running low, locks are broken, toilets don't flush, floors are wet; and these are dealt with promptly		

What needs doing:	Date remedied	Person responsible