



## Quick Toilet Check

These toilets are checked regularly. Whilst we make every effort to keep them in a good condition, if you should find them unsatisfactory, please tell the School Office.

<b>DATE</b> <hr/> Date / Week Beginning	<b>CHECK 1</b> START OF DAY	<b>CHECK 2</b> BREAK	<b>CHECK 3</b> LUNCH	<b>CHECK 4</b> MID AFTERNOON
<b>Monday</b>				
<b>Tuesday</b>				
<b>Wednesday</b>				
<b>Thursday</b>				
<b>Friday</b>				



# Quick Toilet Check - Form for Reporting Deficiencies

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Reported by: \_\_\_\_\_ Location: \_\_\_\_\_

WHAT NEEDS DOING	TICK ITEMS NEEDING ATTENTION	COMMENTS	INITIAL WHEN REMEDIED	COMMENTS
Toilets need flushing	<input type="checkbox"/>			
Toilet bowls are dirty	<input type="checkbox"/>			
Toilet seats are wet or dirty	<input type="checkbox"/>			
Toilet paper required	<input type="checkbox"/>			
Washbasins need cleaning	<input type="checkbox"/>			
Liquid soap/bars of soap needed	<input type="checkbox"/>			
Hand towels needed	<input type="checkbox"/>			
Bins need emptying	<input type="checkbox"/>			
Floor needs drying/cleaning	<input type="checkbox"/>			
Sanitary bins need emptying	<input type="checkbox"/>			
Supplies in sanitary vending machine needed	<input type="checkbox"/>			
There is graffiti	<input type="checkbox"/>			
The following are damaged or need attention:				