



# EVANS VANODINE WASHROOM CLEANING CHECKLIST



| Date:                        | CHECK STOCK - AS REQUIRED |              |      |             |                  |               | CLEAN AND TIDY - HOURLY |             |                    |                |            | MOP<br>AS REQUIRED | Signed By |
|------------------------------|---------------------------|--------------|------|-------------|------------------|---------------|-------------------------|-------------|--------------------|----------------|------------|--------------------|-----------|
|                              | Toilet Paper              | Paper Towels | Soap | Hand Lotion | Feminine Hygiene | Air Freshener | Wipe Sink and Fittings  | Wipe Mirror | Check/Wipe Toilets | Pick Up Litter | Empty Bins | For Clean Floors   |           |
| <b>Supervisor inspection</b> |                           |              |      |             |                  |               |                         |             |                    |                |            |                    |           |
| 9am                          |                           |              |      |             |                  |               |                         |             |                    |                |            |                    |           |
| 10am                         |                           |              |      |             |                  |               |                         |             |                    |                |            |                    |           |
| 11am                         |                           |              |      |             |                  |               |                         |             |                    |                |            |                    |           |
| <b>Supervisor inspection</b> |                           |              |      |             |                  |               |                         |             |                    |                |            |                    |           |
| 12pm                         |                           |              |      |             |                  |               |                         |             |                    |                |            |                    |           |
| 1pm                          |                           |              |      |             |                  |               |                         |             |                    |                |            |                    |           |
| 2pm                          |                           |              |      |             |                  |               |                         |             |                    |                |            |                    |           |
| <b>Supervisor inspection</b> |                           |              |      |             |                  |               |                         |             |                    |                |            |                    |           |
| 3pm                          |                           |              |      |             |                  |               |                         |             |                    |                |            |                    |           |
| 4pm                          |                           |              |      |             |                  |               |                         |             |                    |                |            |                    |           |
| 5pm                          |                           |              |      |             |                  |               |                         |             |                    |                |            |                    |           |
| <b>Deep cleaning</b>         |                           |              |      |             |                  |               |                         |             |                    |                |            |                    |           |

**TICK BOX ONLY IF AN ITEM HAS BEEN RESTOCKED OR COMPLETED**

**REPORT ANY FAULTY OR BROKEN ITEMS TO YOUR SUPERVISOR AS SOON AS POSSIBLE**

