

Cleaning Log by Room

Building: _____

Supervisor: _____

Month: _____

Frequency: _____

Date	Cleaned by	Entrance	Initials	Restroom	Initials
		Steps/Ramps/Railings		Doors	
		Doors		Windows/Wainscoting	
		Floors (washing/waxing/buffing)		Railings	
		Carpets (vacuuming/spot cleaning)		Floors (waxing/washing/buffing)	
		Walls/Wainscoting		Light Fixtures/Bulbs	
		Light Fixtures/Bulbs		Stalls	
		Windows/Blinds		Urinals/Toilets (clean/disinfect)	
		Signs/Pictures		Sink (clean/disinfect)	
		Empty Trash		Refill Soap Dispensers	
				Mirrors	
				Paper Towel Dispensers	
		Hallways/Stairwells	-	Air fresheners	
		Doors		Refill Hygiene Products/Toilet Paper	
		Floors (washing/waxing/buffing)		Empty Trash	
		Carpets (vacuuming/spot cleaning)		Empty Stall Trash	
		Walls/Wainscoting			
		Radiators			
		Light Fixtures/Bulbs		Workspace	-
		Signs/Pictures		Doors	
		Drinking Fountains		Floors (washing/waxing/buffing)	
		Steps/Ramps/Railings		Carpets (vacuuming/spot cleaning)	
		Empty Trash		Walls/Wainscoting	
				Light Fixtures/Bulbs	
				Windows/Blinds	
		Break Room	-	Signs/Pictures	
		Doors		Wipe Down Computer Screens	
		Floors (washing/waxing/buffing)		Furniture (clean/arrange)	
		Carpets (vacuuming/spot cleaning)		Blackboards/Chalkboards	
		Walls/Wainscoting		Sink (clean/disinfect)	
		Light Fixtures/Bulbs		Closets (clear/clean/arrange)	
		Windows/Blinds		Plants (water/feed)	
		Signs/Pictures		Empty Trash	
		Furniture (clean/arrange)			
		Surfaces (clean/disinfect)			
		Closets (clear/clean/arrange)		Other	-
		Plants (water/feed)			
		Fridge (clear/clean arrange)			
		Sink (clean/disinfect)			
		Empty Trash			