

Toilet cleaning schedule

Set a practical plan for this room, then use the blank daily record and review sheet.

Site: _____ Room / facilities: _____

Date: _____ Responsible owner: _____

Site frequency rationale and extra triggers: _____

How to use

1. Set the room owner, tasks, approved methods and frequencies or triggers for your site. Consider usage, opening hours and observed conditions.
2. Plan check times. At each visit, enter the actual time, initials and task IDs done, not done or N/A. Explain omissions and N/A decisions.
3. Record exceptions, immediate action, action owner and recheck. Escalate unresolved faults using your site procedure.
4. A supervisor separately reviews cleanliness and outstanding actions. A visit record alone does not establish cleaning quality.

Site task checklist

Set the frequency or trigger and approved method for each task. Edit the list to match the room.

Task	Include and site frequency or trigger	Approved method reference
T1 Toilet bowls, seats and flush controls		
T2 Urinals and surrounding surfaces, where fitted		
T3 Basins, taps and splashbacks		
T4 Door handles, locks and other touchpoints		
T5 Floors and spills; leave surfaces safe		
T6 Waste bins and sanitary disposal provision		
T7 Toilet paper, soap and hand-drying supplies		
T8 Water, flushing, drainage and ventilation observations		
T9 Site-specific task: _____		

HSE lists clean, well-lit and ventilated facilities, toilet paper, washing water, soap or other washing agents, and a way to dry hands among workplace provisions.

Source: HSE, Toilets and washing facilities. Accessed 13 October 2026.

<https://www.hse.gov.uk/simple-health-safety/workplace-facilities/health-safety.htm>

Daily cleaning log

Attendance and task record. Use one sheet per room and day. Continue on another copy if needed.

Site: _____ Room / facilities: _____
Date: _____ Responsible owner: _____

Plan check times for this site. At each visit record the actual time and initials. Record task IDs done, not done or N/A. Explain omissions and N/A decisions on the review sheet.

Visit ref	Scheduled check	Actual check	Cleaner initials	Task IDs done / not done / N/A	Exception ref

Initials key

Initials	Full name

Additional checks or changes to the planned schedule: _____

This sheet records visits and task reports. A supervisor separately reviews quality and outstanding actions.

Exceptions and quality review

Record issues and follow-up first. Use the separate supervisor section to review cleanliness and closure.

Site: _____ Room / facilities: _____

Date: _____ Responsible owner: _____

Exceptions and action log

Exception ref: _____ Visit / task / location: _____

Observed time: _____ Issue and immediate action: _____

Action owner: _____ Recheck due date / time: _____

Actual recheck date / time: _____ Result / initials: _____

Exception ref: _____ Visit / task / location: _____

Observed time: _____ Issue and immediate action: _____

Action owner: _____ Recheck due date / time: _____

Actual recheck date / time: _____ Result / initials: _____

Supervisor quality review

Scheduled review: _____ Actual review: _____ Reviewer: _____

Areas / task IDs sampled and findings: _____

Result: ☐ Acceptable ☐ Action required Related exception refs: _____

Action owner: _____ Recheck due date / time: _____

Actual recheck date / time and closure evidence: _____

Reviewer initials / signature: _____ Next plan review: _____

Keep unresolved actions open. Use your site escalation procedure, risk assessment, chemical instructions and fixture manufacturer guidance.