**Room Function: Toilet**

**Cleaning Schedule**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Question** | **Guidance** | | **Mon** | **Tue** | **Wed** | **Thur** | **Fri** | **Sat** | **Sun** |
| 1 | Is the environment visibly clean? | | Check environment |  |  |  |  |  |  |  |
| 2 | Is the environment free from any visible damage? | | Check for flaking paint, damaged walls/ceilings/window frames and surfaces. Check for evidence of action taken to repair. |  |  |  |  |  |  |  |
| 3 | Are all surfaces smooth, impervious (for easy cleaning) and with coved edges? | | Check and clean all surfaces. |  |  |  |  |  |  |  |
| 4 | Is the floor visibly clean? | | Check the edges and corners are clean and free of dust and grit. |  |  |  |  |  |  |  |
| 5 | Is the hand wash basin visibly clean and in good state of repair? | | Check and clean plugholes and overflows for cleanliness &  build-up of lime scale. |  |  |  |  |  |  |  |
| 6 | Are hand wash basins free from extraneous items? | | remove mugs, medicine pots etc. |  |  |  |  |  |  |  |
| 7 | Is the soap dispenser visibly clean? | | Check and clean the nozzle for build up of soap and debris. |  |  |  |  |  |  |  |
| 8 | Is the paper towel dispenser visibly clean? | | Check and clean underside of dispenser. |  |  |  |  |  |  |  |
| 9 | Is the domestic waste bin clean? | | Check bins are clean externally and internally. |  |  |  |  |  |  |  |
| 10 | Are toilet(s) visibly clean? | | Check and clean underneath the toilet seat. |  |  |  |  |  |  |  |
| 11 | Are toilet brushes and holders visibly clean? | | Check and replace as required. |  |  |  |  |  |  |  |
| 12 | Are light pull cords and red emergency pull cords and toggles visibly clean? | | Check and clean the cords. |  |  |  |  |  |  |  |
| 13 | Are raised toilet seats visibly clean? | | Check and underneath the raised seat. |  |  |  |  |  |  |  |