

Daily Cleaning Evaluation Sheet  
Restroom Specialist

Employee's Name		Date	
<b>How long should you wait to tell someone that they are doing a great job?</b>		<b>When is the best time to respond to a fire, safety or employee issue?</b>	
<b>Item inspected</b>	Room # for Items that are Done Correctly! GREAT JOB	Room # for Items that Need Improvement	Additional Comments or Action Items
<b>Rooms Inspected</b>			
Empty trash and replace liner			
Walls Clean & Disinfected			
Sinks/clean & Disinfected (top & bottom)			
Sink/ Mineral Deposit Removed			
Dispenser Clean, Filled & Disinfected			
Mirrors Clean			
Disinfect door(s) and door knobs			
Disinfect switches and touch points			
Dust all horizontal surfaces			
Partitions clean & Disinfected			
Toilets Clean & Disinfected			
Toilets/ Mineral Deposit Removed			
Floor clean and disinfected			
Disinfect hall drinking fountain(s)			
Vents clean			
Behind doors Clean			
Restroom cart & closet clean & ready			
Restroom equipment properly maintained			
Proper use of chemicals			
Job card in place			
<b>Employees that know and understand expectations are better equipped to achieve those expectations!</b>		<b>Have I <u>Explained</u> how to perform all task in the "Needs Improvement" category?</b>	Yes      No
		<b>Have I <u>Demonstrated</u> how to perform all task in the "Needs Improvement" category?</b>	Yes      No
		<b>Have I <u>Observed</u> the employee correctly performing all the task in the "Needs Improvement" category?</b>	Yes      No

Inspector's Name

Title

Date