# Janitorial checklist

## Start date thru end date

| 2 x Weekly Mon and Friday | Mon | Tue | Wed | Thur. | Fri | Monthly Services | Date Performed |  | Friday |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Restroom clean and sanitize, clean all sinks and fixtures  |  |  |  |  |  |  |  |  |  |
| Sweep concrete floor surfaces |  |  |  |  |  |   |  |  |  |
| Wipe down display’s signs |  |  |  |  |  |  |  |  |  |
| Empty trash can and replace soiled liner |  |  |  |  |  |  |  |  |  |
|  Pick up trash in surrounding area |  |  |  |  |  |  |  |  |  |
| Remove all graffiti as needed from restrooms walls, signs etc. |  |  |  |  |  |  |  |  |  |
| Restock toilet paper/ hand soap |  |  |  |  |  |  |  |  |  |
| Wipe off picnic tables and sweep underneath tables |  |  |  |  |  |  |  |  |  |
| Remove debris from grills |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

Notes: All employees are responsible for completing and submitting janitorial checklist weekly