

ATTACHMENT III

Cemetery Restroom Daily Checklist ADMINISTRATION BUILDING

Month/Year: _____

OS-1.1a: Cemetery Public Restrooms are inspected daily and determined to be clean and supplied in accordance with Restroom checklist															
Restrooms are to be inspected daily when they are open to the Public.															
	SUN.		MON.		TUE.		WED.		THUR		FRI.		SAT.		COMMENTS
DATE															
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	
CLEAN DAILY															
Mirrors															
Sinks															
Toilets															
Floors															
Trash Emptied															
CLEAN WEEKLY															
Light Fixtures															
Soap Dispenser															
CLEAN MONTHLY															
Windows															
Clean restroom floors to clear dirt from grooves between tiles															
Heat/Air Vents															
Walls & Doors															
Stall Partitions															
Air Freshener Dispenser															
CHECK DAILY (Replenish as necessary)															
Towels															
Toilet Paper															
Soap															
Air Freshener															
Work Done by Contractor															
Work Done by Staff															
Work Inspected By															

Contractor will initial and place the time in square above using blue or black ink signifying work has been completed. Staff will initial and place the time in square above using red or green ink signifying work has been done or work has been inspected. Use comment block to list discrepancies and or explain what was or was not done and why.

If you are not satisfied with the condition of this restroom please call (425) 413-9614 ext 110 and leave a message for the cemetery foreman. Thank You.