

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								
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.