

**SONRISE CHURCH OF GOD
PROCEDURES MANUAL
EMPLOYEE SECTION
RESTROOM CHECK LIST
FOR MONTH _____**

PLEASE INITIAL AFTER EACH JOB IS COMPLETED.

(1ST WEEK) (2ND WEEK) (3RD WEEK) (4TH WEEK)
EMPTY ALL WASTE BASKETS & RECEPTACLE _____

(1ST WEEK) (2ND WEEK) (3RD WEEK) (4TH WEEK)
SWEEP & MOP FLOORING _____

(1ST WEEK) (2ND WEEK) (3RD WEEK) (4TH WEEK)
FILL DISPENSERS _____

(1ST WEEK) (2ND WEEK) (3RD WEEK) (4TH WEEK)
WIPE DOWN COUNTERTOPS, MIRRORS _____

DISINFECT TOILETS INSIDE & OUT & AROUND BASE
(1ST WEEK) (2ND WEEK) (3RD WEEK) (4TH WEEK)

(1ST WEEK) (2ND WEEK) (3RD WEEK) (4TH WEEK)
DISINFECT DOOR HANDLES & LIGHT SWITCHES _____

(1ST WEEK) (2ND WEEK) (3RD WEEK) (4TH WEEK)
WIPE DOWN PARTITIONS & DOORS _____

Note here of any repair work that needs to be done:

