Company Logo here

Janitor’s name here

Facility name here

|  |  |  |
| --- | --- | --- |
| Number | Step | C:\Users\Skip\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\EFX7S891\MC900434663[1].wmf |
| 1 | Put on PPE |  |
| 2 | Place wet floor signs |  |
| 3 | **Check tissue disps.** C:\Users\Skip\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\EFX7S891\MC900156991[1].wmf |  |
| 4 | **Check towel disps.** C:\Users\Skip\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\EFX7S891\MC900156991[1].wmf |  |
| 5 | **Check soap disps.** C:\Users\Skip\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\EFX7S891\MC900156991[1].wmf |  |
| 6 | Sweep floor |  |
| 7 | **Empty trash** C:\Users\Skip\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\EFX7S891\MC900156991[1].wmf |  |
| 8 | Install new trash liner |  |
| 9 | Clean urinals, toilets |  |
| 10 | Spot clean walls, partitions |  |
| 11 | Clean mirrors |  |
| 12 | Clean sinks |  |
| 13 | Clean all dispensers (dbl ck) |  |
| 14 | Clean push plates |  |
| 15 | Clean light switches |  |
| 16 | Clean floors |  |
| 17  C:\Users\Skip\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\UU5RF8RL\MC900382592[1].jpg | Q.A. = visual inspection:  **Dispensers**, vents, areas  needing future attention |  |
| 18 | Empty and clean equipment |  |
| 19 | Store in clean janitor’s closet |  |