



Clean Toilet Checklist/Guidelines



Address/Location: Date:

Please tick the boxes accordingly.

Focus Areas	Cleanliness	In Working Condition
HAND-WASH AREA		
Taps At The Basin	<input type="checkbox"/> Clean	<input type="checkbox"/> Working Well
Hand Soap Dispenser	<input type="checkbox"/> Clean	<input type="checkbox"/> Working Well <input type="checkbox"/> Refilled
Hand Dryer /Paper Towels	<input type="checkbox"/> Clean	<input type="checkbox"/> Working Well <input type="checkbox"/> Refilled
Sink	<input type="checkbox"/> Clean	<input type="checkbox"/> Not Choked <input type="checkbox"/> Draining Well
Vanity Top	<input type="checkbox"/> Clean <input type="checkbox"/> Dry	
WATER CLOSET (WC)		
Cubicle Door	<input type="checkbox"/> Clean	<input type="checkbox"/> Free Of Graffiti
Door Lock And Coat Hook	<input type="checkbox"/> Clean	<input type="checkbox"/> Intact
Toilet Bowl Seat And Cover/Squat Pan	<input type="checkbox"/> Clean <input type="checkbox"/> Dry	<input type="checkbox"/> Intact
WC Flush/Sensor Flush	<input type="checkbox"/> Clean	<input type="checkbox"/> Intact <input type="checkbox"/> Working Well
Toilet Paper Dispenser		<input type="checkbox"/> Working Well <input type="checkbox"/> Refilled
Sanitary Bin (For Ladies Only)	<input type="checkbox"/> Clean	<input type="checkbox"/> Intact <input type="checkbox"/> Lined With Plastic Bag
Urinal Flush/Sensor	<input type="checkbox"/> Clean	<input type="checkbox"/> Working Well <input type="checkbox"/> Refilled
Urinals/Toilet Bowls/ Gully Traps	<input type="checkbox"/> Clean	<input type="checkbox"/> Not Choked
GENERAL AREAS		
Floor	<input type="checkbox"/> Clean <input type="checkbox"/> Dry	<input type="checkbox"/> No Water Leakages
Walls, Wall Tiles	<input type="checkbox"/> Clean	
Ceiling	<input type="checkbox"/> Clean	
Lightings	<input type="checkbox"/> Clean	<input type="checkbox"/> Working Well
Toilet Environment	<input type="checkbox"/> No odour <input type="checkbox"/> No Clutter	
Litter Bins	<input type="checkbox"/> Clean	<input type="checkbox"/> Intact <input type="checkbox"/> Lined With Plastic Bag
Ventilation Vents/ Fans	<input type="checkbox"/> Clean	<input type="checkbox"/> Working Well

For any defects, please call

(Name & Contact of the cleaning supervisor/ cleaner-in charge)

