Gompels

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Life
Easier

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Washroom - task sheet

weekly tasks

week ending.....

Washroom tasks	sun	mon	tues	wed	thurs	fri	sat
	completed by						
high dust Remove all cob / dust webs with a duster.							
check working order Check the working condition of all the dispensers, sinks, toilets & urinals in the restroom & report any damage.							
door handles Wipe clean door handles to remove any dust, grease, finger marks etc to stop the spread of germs.							
windows With a damp cloth wipe down all window ledges to remove any build up of dust.							
pipe work With a damp cloth wipe down all pipe work to remove any build up of dust.							
replenish supplies Check deodorizers & refill when necessary. Refill all hand soap, hand towels, toilet tissue & sanitary napkin dispensers.							
clean all dispensers Clean all hand soap, hand towels, toilet tissue, toilet roll holders & sanitary napkin dispensers.							
shower Wipe thoroughly shower cubicle, shower head, hose, pipe work, soap traps, shower tray. Remove any build up of soap / grease. Also clean any over flows with a bottle brush.							
bath Wipe thoroughly the bath, remove any build up of soap / grease. Also clean any over flows with a bottle brush. Remove any hair that may have been intangled in the plug holes.							

checked by (supervisor)	sun	mon	tues	wed	thurs	fri	sat