SITE survey. APP

SITE SURVEY REPORT

Washroom Cleaning Log

Prepared for	Riverside Leisure Trust
Date	13 Oct 2026
Site	Riverside Leisure Centre, ground floor toilets
Prepared by	J. Kerr

FORM

Washroom Cleaning Log

1. Washroom

Project	Riverside Leisure Centre, ground floor toilets: daily log (completed example)
Client	Riverside Leisure Trust
Site	Riverside Leisure Centre
Site address	Mill Road, Shrewsbury
Date	13 Oct 2026
Log started	07:00
Washroom or toilet block	Ground floor public toilets (male, female, accessible)
Planned checks	Every 2 hours

> The Workplace (Health, Safety and Welfare) Regulations 1992 (regulations 20 and 21) require toilets and washing facilities, and the rooms they are in, to be kept clean and orderly and to be ventilated and lit. Washing facilities need clean hot and cold, or warm, water, soap or another way to clean, and towels or another way to dry hands.

2. Checks

Checks 1: 08:00

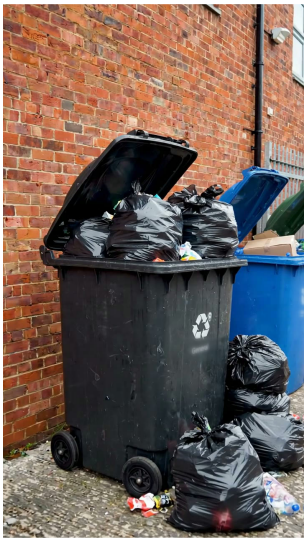
Check time	08:00
Cleaned by	J. Kerr
Done	Toilets and urinals, Sinks and taps, Floor, Toilet paper restocked, Soap restocked
Any issue?	No

Checks 2: 10:00

Check time	10:00
Cleaned by	J. Kerr
Done	Toilets and urinals, Sinks and taps, Floor, Bins emptied
Any issue?	Yes

What, and who was told	Bin store by the back door full, so the washroom bags were left beside the bins. Told the duty manager to ask for an extra collection.

Photos



Checks 3: 12:00

Check time	12:00
Cleaned by	P. Hale
Done	Toilets and urinals, Sinks and taps, Mirrors, Floor, Bins emptied, Sanitary bins, Hand towels or dryer checked
Any issue?	No
Checks with an issue	1

3. Supervisor check

Standard at the supervisor check	Acceptable
Notes	Add a midday bin empty on busy days.
Supervisor	S. Grant
Supervisor signature	S. Grant