

## 500 Shop Washroom Checks Schedule

Task No.	Task Description – Gents Toilets & Showers	OK	Not OK (If Not OK, Rectify Or Notify M.E.	Completed By
1.	Check entry/exit doors for condition and correct operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Check that the ventilation system is operating correctly and clean the extraction grille	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Check that each tap is operating correctly & secure. Where automatic taps are used ensure, they switch on & off	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Check that each urinal flushes correctly. Where automatic flushing devices are used ensure, they operate correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Check that each toilet flushes correctly. Check condition and security of each toilet seat/lid.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Check that each shower operates correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Generally, check all plumbing fixtures for leaks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Check each cubicle door for correct operation and the door handles are secure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Task No.	Task Description – Ladies Toilets & Showers	OK	Not OK (If Not OK, Rectify Or Notify M.E.	Completed By
9.	Check entry/exit doors for condition and correct operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Check that the ventilation system is operating correctly and clean the extraction grille	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Check that each tap is operating correctly & secure. Where automatic taps are used ensure, they switch on & off	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Check that each urinal flushes correctly. Where automatic flushing devices are used ensure, they operate correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Check that each toilet flushes correctly. Check condition and security of each toilet seat/lid.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Check that each shower operates correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Generally, check all plumbing fixtures for leaks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Check each cubicle door for correct operation and the door handles are secure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Comments, Note Task Number Adjacent To Any Issues Found
