



TOOLKIT 27 · WASH FIT · TOOL 4 OF 5

Toilets and Sanitation — Daily Checklist and Cleaning Log

Every toilet block, twice a day: functioning, clean, stocked, accessible, private. The sheet on the back of the door

Facility · toilet block (location) ·
 week beginning · cleaner ·
 supervisor

Check (AM / PM)	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Toilet functioning (flush or pit usable)	☐ / ☐	☐ / ☐	☐ / ☐	☐ / ☐	☐ / ☐	☐ / ☐	☐ / ☐
Water available for flushing and cleaning	☐ / ☐	☐ / ☐	☐ / ☐	☐ / ☐	☐ / ☐	☐ / ☐	☐ / ☐
Hand-washing station within 5 m with soap and water	☐ / ☐	☐ / ☐	☐ / ☐	☐ / ☐	☐ / ☐	☐ / ☐	☐ / ☐
Clean: no visible faeces, urine or waste; floor dry	☐ / ☐	☐ / ☐	☐ / ☐	☐ / ☐	☐ / ☐	☐ / ☐	☐ / ☐
Bin present, lined, emptied	☐ / ☐	☐ / ☐	☐ / ☐	☐ / ☐	☐ / ☐	☐ / ☐	☐ / ☐
Door locks; privacy intact	☐ / ☐	☐ / ☐	☐ / ☐	☐ / ☐	☐ / ☐	☐ / ☐	☐ / ☐
Light working	☐ / ☐	☐ / ☐	☐ / ☐	☐ / ☐	☐ / ☐	☐ / ☐	☐ / ☐
Accessible cubicle usable (rails, space)	☐ / ☐	☐ / ☐	☐ / ☐	☐ / ☐	☐ / ☐	☐ / ☐	☐ / ☐
Menstrual hygiene bin and water (female)	☐ / ☐	☐ / ☐	☐ / ☐	☐ / ☐	☐ / ☐	☐ / ☐	☐ / ☐
Cleaned with detergent and disinfectant; recorded	☐ / ☐	☐ / ☐	☐ / ☐	☐ / ☐	☐ / ☐	☐ / ☐	☐ / ☐
Any "no" → report to supervisor the same day. Supervisor spot-check (date, result): _____			Ratio target: 1 toilet per 20 users; separate for staff and patients, and by sex				

ASF standards: Standard 3 — sanitation; Standard 2 — dignity and environment