Restroom cleaning checklist

Use one copy per restroom and tick each line during your walk-through.

Building _____ **Restroom and floor** _____

Checked by _____ **Date and time** _____

Each visit

- ☐ Each toilet: bowl, rim, seat and hinge area scrubbed
- ☐ Urinals scrubbed, with the splash zone on wall and floor
- ☐ Basins, faucets and vanity tops cleaned and dried
- ☐ Mirrors polished free of streaks and splash marks
- ☐ Flush handles, stall latches and door pulls disinfected
- ☐ Sanitary units and waste cans emptied, fresh bags in
- ☐ Floor mopped last, reaching behind each fixture
- ☐ Fresh spills and marks wiped from partitions

Restock count

- ☐ Tissue holders full, with a backup roll per stall
- ☐ Soap cartridges or bulk soap topped up at each basin
- ☐ Towel dispensers or towel rolls loaded at the sinks
- ☐ Seat cover packs in every stall dispenser
- ☐ Sanitizer station by the door refilled
- ☐ Liners in place in every can and sanitary unit
- ☐ Closet reserve counted against the par for the room

Weekly

- ☐ Stall partitions and doors washed top to bottom
- ☐ Splash-prone tile beside basins and urinals washed
- ☐ Dispenser housings wiped inside and out
- ☐ Light switches, hand dryers and baby changing stations wiped
- ☐ Floor drains flushed with clean water
- ☐ Door kick plates and vents dusted

Deep work on a longer cycle

- ☐ Floor and grout machine scrubbed
- ☐ Chalky scale removed from fixtures and faucets
- ☐ Grilles, light lenses and high ledges dusted
- ☐ Wall tile and wainscot washed over the full height
- ☐ Corners and baseboards brushed clean by hand

Notes