

Restroom cleaning checklist

Keep one copy per restroom and tick each line as you walk the room.

Building _____ Restroom _____
Walked by _____ Date _____

Every visit

- ☐ Bowls, seats, urinals and fixture bases cleaned
- ☐ Sinks, faucets and counters cleaned and dried
- ☐ Mirrors polished, stainless trim wiped
- ☐ Flush handles, door pulls, latches and switches wiped
- ☐ Waste and sanitary bins emptied and relined
- ☐ Partitions and sink walls spot-wiped
- ☐ Floor swept and mopped to the corners
- ☐ Touch points treated with disinfectant for the label dwell time

Restocking

- ☐ Toilet paper in each stall, spare roll on hand
- ☐ Paper towels loaded at every sink
- ☐ Hand soap full at each faucet
- ☐ Hand sanitizer filled, where a station hangs
- ☐ Seat covers in every stall
- ☐ Can liners in waste and sanitary bins
- ☐ Faulty dispensers noted for your contact

Weekly

- ☐ Partition panels and stall doors washed both sides
- ☐ Tops of partitions, mirrors and door frames wiped
- ☐ Dispensers, hand dryers and nearby walls detailed
- ☐ Drain grates rinsed, water run into the trap
- ☐ Baseboards and floor corners scrubbed by hand
- ☐ Outside of sanitary bins and wall by each toilet wiped

Deep clean (last done: _____)

- ☐ Tile and grout floor machine-scrubbed
- ☐ Toilets, urinals and basins descaled
- ☐ Floor drains scrubbed and flushed
- ☐ Wall tile or wainscot washed top to bottom
- ☐ Light lenses cleaned, return-air grilles dusted

Quick morning check

- ☐ Floor around urinals and toilet bases clean
- ☐ Towel and tissue dispensers not running low
- ☐ Mirror edges free of streaks
- ☐ Room smells fresh

Notes
