Restroom cleaning checklist

Walk each restroom after a visit; tick what looks right and circle the rest.

Building _____ **Floor or restroom** _____

Walked by _____ **Date** _____

Every visit

- ☐ Toilets and urinals clean, seats, hinges and bases included
- ☐ Basins, taps and vanity tops clean, no water marks
- ☐ Mirrors and glass free of streaks
- ☐ Flush levers, handles, latches and door pulls disinfected
- ☐ Waste and sanitary bins emptied with fresh liners
- ☐ Floor swept and mopped to the walls
- ☐ Partitions and walls by the fixtures free of splashes

Restocking

- ☐ Tissue roll on each stall holder, backup within reach
- ☐ Towel units loaded at each basin
- ☐ Soap pumps topped up
- ☐ Sanitizer by the door refilled
- ☐ Seat cover holders stocked
- ☐ Fresh bag in every waste can and sanitary bin
- ☐ Reserve on the closet shelf checked

Weekly detail

- ☐ Stall panels and doors scrubbed, inside and out
- ☐ Scale cleared from faucets, valves and fixture rims
- ☐ Dryers, towel units and soap housings wiped
- ☐ Walls around sinks and urinals washed
- ☐ Corners, edges and baseboards scrubbed
- ☐ Floor drain grates brushed and rinsed

Periodic deep work

- ☐ Tile floor and grout machine-scrubbed
- ☐ Glazed wall tile and wainscot hand-washed
- ☐ Heavy scale removed from fixtures
- ☐ Vents, light lenses and partition tops dusted
- ☐ Toilet bases and floor joints detailed

Follow-up

- [ ] Circled lines sent to the cleaning company as one list
- [ ] Repeat issues noted for the next supervisor inspection
- [ ] Midday condition checked on busy days

Notes