Restroom cleaning checklist

Use one sheet per restroom. Tick what is done and circle what is not.

Building _____ **Restroom (floor and room)** _____

Checked by _____ **Date** _____

Every cleaning visit

- ☐ Bowls and urinals scrubbed, seat, hinge and outside base wiped
- ☐ Basins, taps and vanity tops washed and dried
- ☐ Mirrors streak-free
- ☐ Splash marks and fingerprints off stall panels and doors
- ☐ Touchpoints disinfected, EPA-registered product left wet for its label time
- ☐ Every bin emptied with a fresh liner, no paper on the floor
- ☐ Floors swept and mopped, corners and fixture bases reached

Restocking

- ☐ Toilet paper loaded in each stall, plus a spare roll
- ☐ Seat cover holders filled
- ☐ Towel dispensers by the sinks loaded
- ☐ Soap full at every basin
- ☐ Sanitizer stations topped up
- ☐ Can liners sized to each bin

Weekly detail

- ☐ Urinals, toilets and faucets spot-descaled
- ☐ Partitions, stall doors, hardware and latches wiped in full
- ☐ Floor drains scrubbed and flushed
- ☐ Floor edges and corners hand-scrubbed
- ☐ Dispensers and hand dryers detailed
- ☐ Baseboards and lower wall behind toilets wiped

Periodic deep work

- ☐ Tile and grout machine-scrubbed and extracted
- ☐ Wall tile or wainscot washed
- ☐ Vents, light lenses and high ledges dusted
- ☐ Scale removed at every fixture base
- ☐ Partitions, doors and walls washed in full
- ☐ Light fixtures cleaned

Your notes

- ☐ Repairs to pass to maintenance (leaks, loose partitions)
- ☐ Supplies that ran out before the next visit
- ☐ Circled lines sent to your contact

Notes