

Restroom checklist: routine, restock, weekly and deep work

Check each restroom in the morning and again at the afternoon peak.

Building _____ Restroom or floor _____
Walked by _____ Date and time _____

Each cleaning visit

- ☐ Toilet bowls, seats, hinges and bases clean
- ☐ Urinals clean inside and out, wall around them wiped
- ☐ Sinks, faucets and counters washed and dried
- ☐ Mirrors polished edge to edge
- ☐ Handles, levers, latches and pulls disinfected for the label dwell time
- ☐ Waste bins and sanitary receptacles emptied and relined
- ☐ Splash marks on partitions and walls spot-cleaned
- ☐ Floor swept and mopped

Restocking

- ☐ Toilet paper in every stall, spare roll in place
- ☐ Paper towels at each sink
- ☐ Hand soap filled
- ☐ Hand sanitizer stations filled
- ☐ Toilet seat covers loaded
- ☐ Can liners in every bin
- ☐ Reserve stock location and level noted

Weekly detail

- ☐ Partitions and stall doors scrubbed top to bottom
- ☐ Door frames, kick plates and partition tops wiped
- ☐ Light fixtures, vents and reachable ledges dusted
- ☐ Dispenser housings, hand dryers and wall below cleaned
- ☐ Floor edges and behind fixtures scrubbed
- ☐ Water poured into floor drains

Periodic deep clean

- ☐ Tile and grout machine-scrubbed, dirty water recovered
- ☐ Toilets, urinals and sinks descaled, bases included
- ☐ Floor drains scoured and flushed
- ☐ Wall tile and wainscot cleaned full height
- ☐ Vents, light lenses and high ledges brushed and wiped
- ☐ Dispensers, dryers and fittings detailed by hand

Patterns to raise with your cleaning company

- ☐ Supplies run out before the end of the day
- ☐ Odor returns between visits
- ☐ Grout still dark after mopping
- ☐ A daytime pass would help this restroom

Notes
