Restroom checklist for facility managers

Walk each restroom before the building fills; tick what passes, date what doesn't.

Building _____ **Restroom** _____

Checked by _____ **Date** _____

Every cleaning visit

- [ ] Bowls, seats, urinals and fixture bases clean
- [ ] Sinks, faucets and counters washed, no water spots
- [ ] Mirrors free of splashes and streaks
- [ ] Dispensers, hand dryers and stall locks wiped
- [ ] Door handles and push plates clean on both sides
- [ ] Trash and sanitary bins emptied and relined
- [ ] Floor swept and mopped around every fixture base
- [ ] Partitions spot-cleaned
- [ ] EPA-registered disinfectant left on for the label dwell time

Restocking

- [ ] Hand soap filled
- [ ] Toilet paper in every stall, reserve roll if there is room
- [ ] Seat covers stocked
- [ ] Paper towels loaded
- [ ] Hand sanitizer filled
- [ ] Can liners in every bin, extras in the can
- [ ] Backup supply on the shelf

Weekly

- [ ] Every partition panel and stall door given a full wash
- [ ] Mop line at the wall base scrubbed out
- [ ] Floor behind toilets and fixture bases detailed
- [ ] Floor drains flushed with clean water
- [ ] Light scale touched up on faucets and flush valves
- [ ] Dispenser and hand dryer housings detailed
- [ ] Vent covers dusted

Periodic deep work

- [ ] Grout and tile machine-scrubbed, water recovered
- [ ] Built-up mineral scale lifted from toilets, urinals and sinks
- [ ] Floor drains cleared and scrubbed
- [ ] Wall tile and wainscot washed
- [ ] High edges above stalls and mirrors wiped
- [ ] Light covers and exhaust vents cleaned
- [ ] Baseboards and corners hand-brushed

Patterns to watch

- [ ] Supplies running out before the next visit
- [ ] Odor returning soon after cleaning
- [ ] Grout or fixture bases dulling between deep cleans

Notes