Restroom cleaning and restocking checklist

Use a fresh copy for each restroom: tick what looks right and circle the rest.

Restroom _____ **Building** _____

Walked by _____ **Date** _____

Each visit

- ☐ Mirrors clear of streaks and spots
- ☐ Basins, taps and vanity tops washed and dried
- ☐ Toilets cleaned at bowl, rim, seat and hinges
- ☐ Urinal bowls and screens cleaned
- ☐ Handles, latches and door pulls disinfected
- ☐ Waste and sanitary bins emptied and relined
- ☐ Partition hand marks wiped
- ☐ Floor swept and mopped toward the exit

Restocking

- ☐ Toilet paper in every stall
- ☐ Paper towels at each sink
- ☐ Can liners in every bin
- ☐ Hand soap checked, low refills swapped
- ☐ Hand sanitizer units filled
- ☐ Seat covers stocked in each stall
- ☐ Reserve shelf counted, low items noted

Weekly

- ☐ Partitions and stall doors washed on both faces
- ☐ Fixture bases scrubbed at the floor line
- ☐ Floor corners and baseboard edge brushed out
- ☐ Dispensers and hand dryers wiped outside
- ☐ Wall tile around sinks and urinals washed
- ☐ Floor drain rinsed, grate cleaned
- ☐ Kick plate and door frame cleaned

Periodic deep work

- ☐ Tile and grout machine-scrubbed
- ☐ Hard-water scale removed from fixtures
- ☐ Exhaust grilles, light lenses and ledges cleaned
- ☐ Full wall wash, behind fixtures too
- ☐ Partition hardware and hinges detailed

Your notes for your contact

- ☐ Lines circled more than once this month
- ☐ Times of day holders run low
- ☐ Leaks or broken fixtures to report

Notes