Restroom checklist: routine care and restocking

Take one copy into each restroom on your walk and tick the lines that pass.

Building _____ **Restroom or floor** _____

Checked by _____ **Date and time** _____

Every visit

- [ ] Toilets and urinals clean inside and out, bases included
- [ ] Sinks, faucets and counters clean and dry
- [ ] Mirrors and bright metal free of spots
- [ ] Touchpoints disinfected for the label dwell time
- [ ] Waste and sanitary bins emptied and relined
- [ ] Floor swept and mopped, corners included
- [ ] Each dispenser checked and refilled

Weekly

- [ ] Stall doors, panels and pilasters wiped both sides
- [ ] Wall tile clean around sinks and urinals
- [ ] Hand dryers and dispenser exteriors detailed
- [ ] Baseboards and floor edges scrubbed
- [ ] Kick plates and entry door push side clean
- [ ] Vent covers and stall frame tops dusted

Periodic deep work

- [ ] Grout and floor tile machine-scrubbed
- [ ] Scale removed from bowls, urinals and basins
- [ ] Walls and partitions washed top to bottom
- [ ] Light lenses, high ledges and vents cleaned
- [ ] Floor drains scrubbed and flushed

Stocked in the room

- [ ] Toilet paper
- [ ] Paper towels
- [ ] Can liners
- [ ] Hand soap
- [ ] Hand sanitizer
- [ ] Toilet seat covers

Your notes

- [ ] Closet reserve counted
- [ ] Afternoon check done
- [ ] Problems sent to your cleaning contact with room and time

Notes