

Restroom checklist for facility managers

Walk restrooms at their busiest hour; circle any line that falls short.

Building _____ Floor or wing _____
Checked by _____ Date _____

Every cleaning visit

- ☐ Toilets and urinals clean in the bowl, outside and at the floor seam
- ☐ Sinks, faucets and counter clean and dry
- ☐ Mirrors free of spots and streaks
- ☐ Latches, levers, handles, pulls and dispenser buttons disinfected
- ☐ Disinfectant left on for its label dwell time
- ☐ Waste bins and sanitary receptacles emptied and relined
- ☐ Floor swept and mopped to the door
- ☐ Partitions and walls by fixtures free of splashes

Restocking

- ☐ Toilet paper on every holder, spare roll in reach
- ☐ Paper towels in every towel unit
- ☐ Hand soap dispensers full
- ☐ Hand sanitizer at the entrance refilled
- ☐ Seat cover dispensers stocked
- ☐ Can liners in every bin and receptacle
- ☐ Closet reserve at its par level

Weekly detail

- ☐ Stall doors and divider panels washed front and back
- ☐ Scale off faucet bases, flush valves and bowl rims
- ☐ Dryers, towel units and soap dispensers wiped
- ☐ Floor drains brushed and flushed
- ☐ Wall tile around sinks and urinals washed
- ☐ Baseboards and corners hand-scrubbed

Periodic deep work (monthly or quarterly)

- ☐ Tile floor and grout machine-scrubbed
- ☐ Heavy scale cleared from bowls, urinal traps and basins
- ☐ Wall tile and wainscot washed top to bottom
- ☐ Exhaust grilles, diffusers and partition tops dusted
- ☐ Light fixtures cleaned

After the walk

- ☐ Odor noted, and where it seems to come from
- ☐ Dispensers that ran empty before the next visit
- ☐ Circled lines shared with the crew

Notes
