Restroom cleaning checklist

Walk each restroom with this sheet and tick the lines you find done.

Building _____ **Restroom or floor** _____

Checked by _____ **Date** _____

Every visit

- ☐ Mirrors and chrome free of spots
- ☐ Basins, faucets and counters scrubbed and dry
- ☐ Toilets cleaned inside and out, seats and hinges included
- ☐ Urinals and flush valves cleaned, screens checked
- ☐ Latches, pulls, flush handles and switches wiped
- ☐ Touch points disinfected for the label dwell time
- ☐ Wastebaskets and sanitary bins emptied and relined
- ☐ Floor swept and mopped wall to door

Weekly

- ☐ Partitions and doors wiped on both faces
- ☐ Wall tile beside fixtures washed
- ☐ Light scale lifted from faucet bases and rims
- ☐ Floor drains flushed
- ☐ Mop line at the baseboard removed
- ☐ Dispenser and dryer housings wiped
- ☐ Entry door and kick plate cleaned

Periodic deep work

- ☐ Floor and grout machine-scrubbed
- ☐ Heavy scale removed from porcelain
- ☐ Wall tile and wainscot washed top to bottom
- ☐ Vents, light covers and partition tops dusted
- ☐ Chrome and dispenser fronts polished
- ☐ Corners and baseboards hand-scrubbed

Restocking

- [ ] Toilet paper in every stall, spare roll in place
- [ ] Paper towels at each basin
- [ ] Can liners for bins and sanitary bins
- [ ] Hand soap at every sink
- [ ] Hand sanitizer by the door
- [ ] Toilet seat covers in each stall

Notes