Restroom checklist for facility managers

Check one restroom per sheet, mid-morning, and tick each line that is right.

Building _____ **Restroom location** _____

Checked by _____ **Date** _____

Every visit

- [ ] Bins emptied, liners fitted, sanitary bins in each stall included
- [ ] Toilets, urinals and sinks cleaned inside and out
- [ ] EPA-registered disinfectant used for the label dwell time
- [ ] Flush handles, taps, latches, door pulls and levers wiped
- [ ] Mirrors and counters free of spots and water marks
- [ ] Partitions spot-cleaned
- [ ] Floor swept and mopped, front of fixtures included

Weekly detail

- [ ] Partition panels and stall doors washed on both faces
- [ ] Splash marks washed from tile beside sinks and urinals
- [ ] Floor drains flushed with clean water
- [ ] Wall-to-floor joints scrubbed
- [ ] Dispenser and hand dryer housings wiped
- [ ] Fresh scale wiped from taps and bowls

Periodic deep work

- [ ] Floor and grout lines machine-scrubbed
- [ ] Old scale removed from toilets, urinals and basins
- [ ] Wall tile washed top to floor
- [ ] Grilles, diffusers and surfaces above reach wiped
- [ ] Baseboards and corners detailed by hand
- [ ] Date of the last deep clean noted

Restock

- [ ] Toilet paper in each stall, with a spare roll
- [ ] Towel dispensers loaded beside each sink
- [ ] Can liners in the main bin and sanitary bins
- [ ] Soap dispensers topped up
- [ ] Sanitizer stations near the entry full
- [ ] Seat covers in each holder
- [ ] Closet minimum counted for each item

Follow-up

- [ ] Missed items sent to your contact today
- [ ] Dispensers that run low between visits noted
- [ ] Need for a midday refill check noted

Notes