Restroom checklist for facility managers

Walk each restroom after use, tick what's done, and log the room and date of any miss.

Building _____ **Restroom or floor** _____

Checked by _____ **Date** _____

Every visit

- ☐ Toilets, urinals, seats and basins clean and disinfected
- ☐ Faucets, flush levers, latches and door pulls disinfected
- ☐ Mirrors and counters free of streaks
- ☐ Waste cans and sanitary bins emptied and relined
- ☐ Floor mopped, including around toilet bases and urinals
- ☐ Splash marks gone from partitions and walls

Weekly detail

- ☐ Partitions and stall doors washed to the floor line
- ☐ Mineral film wiped from taps and flush valves
- ☐ Floor drains rinsed
- ☐ Cove base and corners scrubbed
- ☐ Dispenser covers and hand dryers wiped
- ☐ Entry door and kick plate washed

Periodic deep work

- ☐ Tile and grout machine-scrubbed (next due: ____)
- ☐ Heavy scale cleared from fixtures
- ☐ Tiled walls washed top to bottom
- ☐ Vents, light covers and high ledges cleaned
- ☐ Floor drains scrubbed and flushed

Restocking

- ☐ Each stall: tissue loaded plus a spare roll
- ☐ Seat cover holders full
- ☐ Paper towels at every basin
- ☐ Hand soap dispensers full
- ☐ Hand sanitizer stations full
- ☐ Liners in the main can and every stall bin
- ☐ Closet reserve counted

Your notes

- ☐ Same room missed more than once (room: _____)
- ☐ Supply ran out before the next visit (item: _____)
- ☐ Notes sent to the cleaning company

Notes