

Restroom cleaning checklist

Use one sheet per restroom block and check it before the first shift arrives.

Restroom location _____ Shifts using it _____

Checked by _____ Date _____

Each visit

- ☐ Toilet bowls, seats, hinges and the base of each toilet cleaned
- ☐ Urinals cleaned inside and out, flush valves included
- ☐ Sinks, faucets and counters cleared of soap film and water marks
- ☐ Mirrors and stainless fixtures left free of streaks
- ☐ Partition latches, door pulls and light switches wiped
- ☐ Floor swept, then mopped behind each toilet and under partitions
- ☐ Sanitary bins and trash cans emptied, fresh liners in
- ☐ Water run into floor drains so the trap stays filled
- ☐ EPA-registered disinfectants on fixtures and touch points for the label dwell time
- ☐ Leaking fixtures or broken dispensers noted for your maintenance team

Restocking

- ☐ Toilet paper: a full roll in every holder, with a spare
- ☐ Paper towels refilled at every handwash sink
- ☐ Hand soap topped up in each dispenser
- ☐ Hand sanitizer refilled at the restroom entry
- ☐ Seat cover dispensers filled in each stall
- ☐ Can liners replaced, with spares stored in the bin bottom

Weekly

- ☐ Partition panels and stall doors scrubbed from top rail to floor
- ☐ Wall tile around urinals and sinks washed
- ☐ Dispenser and hand dryer housings cleaned
- ☐ Cove base and floor corners scrubbed where mop water settles
- ☐ Floor drain grates lifted and cleaned
- ☐ Entry door, kick plate and vent grilles wiped
- ☐ Locker room benches and locker tops wiped

Periodic deep work

- ☐ Tile floor and grout machine-scrubbed, slurry picked up
- ☐ Mineral scale removed from bowls, urinals and faucets
- ☐ Wall tile washed from the ceiling line down
- ☐ Exhaust fan grilles and light diffusers cleaned
- ☐ Locker room shower walls and floors scrubbed
- ☐ Joints where fixtures meet the wall and floor detailed

Notes
