Restroom checklist for facility managers

Walk one restroom with this sheet after its busiest hour and check each line that passes.

Restroom location _____ **Building** _____

Walked by _____ **Date** _____

Each visit

- ☐ Bowls and urinals clean inside, outside and at the base
- ☐ Seats, flush handles and valves disinfected
- ☐ Basins, taps and countertops washed and dry
- ☐ Mirrors clean corner to corner
- ☐ Push plates, door pulls and stall latches wiped
- ☐ Trash cans emptied, new liner in each
- ☐ Floor swept and mopped, corners and behind the door
- ☐ No splash marks on walls near sinks and urinals

Weekly

- ☐ Both sides of each stall door and partition washed
- ☐ Wall tile around urinals and sinks scrubbed
- ☐ Dispenser housings and hand dryers wiped
- ☐ Clean water poured down each floor drain
- ☐ Floor edges and baseboards hand-scrubbed
- ☐ Vent covers and light switches dusted

Periodic deep work

- ☐ Floor and grout machine-scrubbed (date: _____)
- ☐ Mineral scale off bowls, urinals and faucets
- ☐ Wall tile and partitions washed from the top
- ☐ Vents, light lenses and high ledges dusted
- ☐ Chrome fittings and dispensers detailed

Restocking

- ☐ Toilet paper in every holder, spare roll where it fits
- ☐ Paper towel dispensers loaded full
- ☐ Hand soap topped up or cartridge swapped
- ☐ Hand sanitizer stations by the door refilled
- ☐ Each stall stocked with seat covers
- ☐ Can liners in every bin, stack in the closet
- ☐ Closet stock counted, low items: _____

Follow-up

- ☐ Failed lines circled and dated
- ☐ Repeat misses noted for more visits
- ☐ Sheet sent in with your notes

Notes