Restroom checklist for facility managers

Use one copy per restroom and tick each line on your morning round.

Building _____ **Restroom location** _____

Checked by _____ **Date** _____

Each visit

- ☐ Bowls, urinals, seats and hinges cleaned, outer surfaces too
- ☐ Sinks, faucets and counters cleaned and dried
- ☐ Mirrors polished, glass edges wiped
- ☐ Partitions spot-cleaned at latches and handles
- ☐ Trash cans and stall bins emptied and relined
- ☐ Floors swept and mopped to the corners and behind fixtures
- ☐ Touch points disinfected, left wet for the label dwell time

Restocking

- ☐ Stall tissue holders filled, reserve roll where it fits
- ☐ Paper towels full at each sink
- ☐ Hand soap refills swapped before pumps run dry
- ☐ Hand sanitizer topped up at the door and entries
- ☐ Seat covers replenished in each stall
- ☐ Can liners replaced, backstock left in the closet

Weekly detail

- ☐ Partitions and stall doors washed edge to edge
- ☐ Faucets, flush valves and bowl rims spot-descaled
- ☐ Floor drains flushed with hot water
- ☐ Dispensers, hand dryers and grab bars detailed
- ☐ Wall tile by sinks and urinals wiped
- ☐ Corners and baseboards brushed out by hand
- ☐ Vent covers dusted

Periodic deep work

- ☐ Tile and grout floor machine-scrubbed, solution recovered
- ☐ Tiled walls and wainscot washed
- ☐ Scale off toilet and urinal bases, wall side included
- ☐ Vents, light diffusers and partition tops cleaned
- ☐ Baseboards and corners hand-scrubbed

Supplies on hand

- ☐ Dispenser models noted
- ☐ Refill sizes noted
- ☐ Backstock location confirmed

Notes