Commercial restroom checklist: visit, stock, week, deep

Use one sheet per restroom and tick each line as you check the room.

Restroom _____ **Building** _____

Checked by _____ **Date** _____

Every visit

- [ ] Bowls of toilets and urinals cleaned, then each outer face
- [ ] Seats, hinges and flush levers wiped
- [ ] Basins, taps and countertops cleaned and dried
- [ ] Mirrors and bright metal left free of spots and streaks
- [ ] Stall latches, light switches and both sides of the door pull wiped
- [ ] Waste bins emptied and fresh liners fitted
- [ ] Floor swept and mopped, with care around fixture bases
- [ ] Room checked for lingering odor before the door closes

Stocked and ready

- [ ] Each stall: toilet paper loaded and a second roll ready
- [ ] Each stall: seat cover dispenser filled
- [ ] Each sink: hand soap filled
- [ ] Each sink: paper towels loaded
- [ ] By the door: hand sanitizer filled
- [ ] Every bin: a can liner in place

Weekly

- [ ] Stall doors and partitions washed on both sides
- [ ] Wall tile beside sinks and urinals wiped down
- [ ] Dispenser and hand dryer exteriors cleaned
- [ ] Floor edges and corners scrubbed by hand
- [ ] Vent grilles near the ceiling dusted
- [ ] Floor drains rinsed through with clean water

Periodic deep work

- [ ] Floor machine-scrubbed, grout lines included
- [ ] Mineral scale worked off toilets, urinals and sinks
- [ ] Walls and partitions washed full height
- [ ] Light covers and exhaust fan grilles cleaned
- [ ] Dispensers cleaned inside and out
- [ ] Baseboards and inside corners brushed

Notes