Office restroom cleaning checklist

Walk the restroom the morning after a visit and tick each line you find done.

Restroom _____ **Floor or suite** _____

Walked by _____ **Date** _____

Each visit

- ☐ Toilets and urinals clean inside and out, seats, hinges and bases too
- ☐ Sinks, faucets and counters scrubbed and dry
- ☐ Mirrors polished edge to edge
- ☐ Handles, levers, latches, pulls and switches disinfected
- ☐ Bins and sanitary containers emptied and relined
- ☐ Floor swept and mopped, behind fixtures included
- ☐ No dropped paper under stalls or around sinks

Weekly

- ☐ Partitions and doors washed on both faces and tops
- ☐ Wall tile around fixtures wiped
- ☐ Light scale off faucet bases, flush valves and rims
- ☐ Floor drains flushed
- ☐ Dispenser, dryer and receptacle housings wiped
- ☐ Baseboards and corners edged by hand
- ☐ Entry door, kick plate and frame cleaned

Periodic deep work

- ☐ Tile and grout machine-scrubbed, soiled water recovered
- ☐ Heavy scale cleared around each fixture's full footprint
- ☐ Walls washed top to bottom
- ☐ Fans, vents, light covers and partition tops dusted
- ☐ Drain grates lifted and drain bodies scrubbed
- ☐ Chrome, flush hardware and dispenser fronts detailed

Restocking

- ☐ Toilet paper in every stall, spare roll where it fits
- ☐ Paper towels at each sink or dispenser
- ☐ Can liners in the main bin and stall bins
- ☐ Hand soap at every sink
- ☐ Hand sanitizer at the entry
- ☐ Seat covers in each stall

Follow-up

- ☐ Item that ran out first noted
- ☐ Repeated misses passed to your contact
- ☐ Next spot check date set

Notes