Restroom rounds checklist

Take this on a restroom walk, tick what passes and circle what your contact should flag.

Building _____ **Restroom or floor** _____

Walked by _____ **Date** _____

Every visit

- ☐ Toilets and urinals clean inside and out, seats and hinges too
- ☐ Sinks, counters and faucets washed and dry
- ☐ Mirrors and chrome free of spots
- ☐ Door pulls, levers, latches and switches disinfected
- ☐ Waste and sanitary bins emptied and relined
- ☐ Marks gone from partitions, walls and doors
- ☐ Floor mopped to the corners and around fixture bases

Weekly detail

- ☐ Partitions and stall doors washed on both faces
- ☐ No hard-water film on faucets, flush valves or bowl rims
- ☐ Hand dryers and dispenser housings wiped
- ☐ Splash areas beside sinks and urinals washed
- ☐ Floor drains flushed
- ☐ Baseboards, edges and corners scrubbed
- ☐ Vent faces, kick plates and door-frame tops dusted

Periodic deep work

- ☐ Tile and grout machine-scrubbed
- ☐ Scale removed from fixtures, bases and rear surfaces
- ☐ Drain grates lifted and drain bodies scrubbed
- ☐ Wall tile washed top to bottom
- ☐ Exhaust grilles, light lenses and mirror ledges dusted
- ☐ No lingering odor from grout, drains or under urinals

Restock

- [ ] Toilet paper in every stall, spare roll in place
- [ ] Paper towels at each drying station
- [ ] Hand soap at every sink
- [ ] Hand sanitizer at the door stations
- [ ] Seat covers in each holder
- [ ] Can liners in every bin
- [ ] Closet reserve at par for each item

Follow-up

- [ ] Restroom owner noted (tenant or common area)
- [ ] Repeat misses flagged for a schedule change
- [ ] Circled items sent to your contact

Notes