

Restroom spot-check sheet: nightly, weekly and periodic

One copy per restroom: walk it just after a scheduled visit and tick each line.

Building _____ Restroom _____
Checked by _____ Date _____

Each visit

- ☐ Waste cans and sanitary bins emptied and relined
- ☐ Toilets, urinals and seats cleaned inside and out, hinges included
- ☐ Sinks, faucets and counters clean
- ☐ Mirrors and the wall behind the sinks spot-cleaned
- ☐ Flush handles, faucet handles, latches and door pulls wiped
- ☐ Fixtures and touchpoints disinfected and left wet for the label dwell time
- ☐ Partition splashes and fingerprints wiped
- ☐ Floor swept and damp-mopped, fixture bases included

Weekly detail

- ☐ Partitions and stall doors washed on both faces and top edges
- ☐ Floor edges and corners scrubbed by hand
- ☐ Clean water poured into floor drains; grate lifted and cleared
- ☐ Dispensers, hand dryers and sanitary bins wiped outside
- ☐ Ledges, door frames and partition tops dusted
- ☐ Sanitary bin interiors cleaned
- ☐ Early mineral rings in bowls and urinals touched up

After a periodic deep visit

- ☐ Grout lines match the tile color
- ☐ No ring at bowl and urinal waterlines
- ☐ Wall tile clean to the floor joint
- ☐ Vent grilles and light lenses dust-free
- ☐ Chrome and hand dryers free of water spots
- ☐ Baseboard corners free of build-up

Restocking

- ☐ Tissue loaded in each stall, one backup roll on hand
- ☐ Paper towels full at each sink
- ☐ Can liners in every container, sanitary bins included
- ☐ Hand soap at every basin
- ☐ Hand sanitizer at the entry or sinks
- ☐ Seat covers in each stall
- ☐ Closet reserve for this restroom back at its level

For your building engineer

- ☐ Leaks, running urinals or loose fixtures noted
- ☐ Drain that smells again after a weekly refill noted

Notes
