Restroom inspection sheet for facility managers

One copy per restroom. Walk it at the same time weekly and circle any misses.

Building and floor _____ **Restroom** _____

Checked by _____ **Date** _____

Last deep cleaning visit _____

Each visit

- ☐ Bowls, rims, seats and hinges clean
- ☐ Fixture bases free of splash and stains
- ☐ Urinals clean inside and out, screens in place
- ☐ Sinks, faucets and counters washed and dry
- ☐ Mirrors spotless
- ☐ Hand-contact points wiped with disinfectant, full label contact time
- ☐ Trash and sanitary bins emptied and relined
- ☐ Partition and wall splashes wiped
- ☐ Floor mopped, fixture bases included

Weekly

- ☐ Partitions and stall doors washed both sides
- ☐ Wall tile at sinks and urinals scrubbed
- ☐ Partition tops, ledges and exhaust grilles dusted
- ☐ Dispenser housings and hand dryers detailed
- ☐ Kick plates, frames and switch plates wiped
- ☐ Baseboards and corners done by hand
- ☐ Floor drains topped up with water

Periodic deep work

- ☐ Tile and grout machine-scrubbed and extracted
- ☐ Scale cleared from bowls, urinals and flush valves
- ☐ Drain grates pulled and scrubbed, drain flushed
- ☐ Wall tile washed baseboard to top
- ☐ Light lenses and high ledges wiped
- ☐ Cove joints and corners detailed

Restocking

- [ ] Tissue loaded in every stall, reserve roll in place
- [ ] Hand towels ready at each dispenser
- [ ] Can liners in every bin
- [ ] Hand soap filled at each sink
- [ ] Hand sanitizer stocked by the door
- [ ] Seat covers in each stall

Notes