

Restroom cleaning checklist



Work down the list at every cleaning. Clean top to bottom, wet to dry, and from the far side of the room out to the door.

Restroom _____

Supplies are kept in _____

1 Before you start

- ☐ Put on gloves.
- ☐ Knock, and make sure no one is inside.
- ☐ Put a wet floor sign at the door.
- ☐ Look for damage or heavy mess that needs extra time.

2 Toilets and touch points

- ☐ Pick up anything in or around the toilets and urinals.
- ☐ Flush to make sure each toilet is clear and working.
- ☐ Spray disinfectant on toilets, urinals, sinks, dispensers and door handles. Leave it wet for the time on the label.
- ☐ Put bowl cleaner in each bowl, starting at the rim.

3 Dust, restock and empty

- ☐ Dust above the floor, from the top down.
- ☐ Sweep from the far corner to the door.
- ☐ Refill the toilet paper, paper towels and soap.
- ☐ Empty the trash and sanitary bins, and put in new liners.

4 Walls, fixtures and glass

- ☐ Wipe marks off the walls and stalls.
- ☐ Dry and polish the metal fixtures.
- ☐ Clean the mirrors and glass.
- ☐ Clean the floor drain, if there is one.

5 Finish

- ☐ Wipe each sprayed surface, from the top down.
- ☐ Mop the floor.
- ☐ Report any repairs or damage.
- ☐ Take the wet floor sign away once the floor is dry.

6 After each cleaning

- ☐ Clean your tools and put everything away.
- ☐ Write the time and your initials on the cleaning log.