

Commercial Restroom Cleaning Checklist

Daily, weekly and monthly checks with inspection criteria per fixture

Site _____ Date _____ Inspector _____

Toilets and Urinals

	Pass	Fail	N/A
Bowl interior clean under the rim, no ring at the water line	☐	☐	☐
Bowl exterior, base and the floor flange seam wiped and dry	☐	☐	☐
Seat top, underside and hinge posts cleaned, seat left down	☐	☐	☐
Flush valve, handle and supply line free of dust and fingerprints	☐	☐	☐
Urinal drain screen present, no dried residue on the porcelain lip	☐	☐	☐
Wall and partition surface within splash range of every urinal wiped	☐	☐	☐
Toilet brush and holder clean, not stored in dirty water	☐	☐	☐
No visible urine scale where the fixture meets the floor	☐	☐	☐

Sinks, Counters and Mirrors

	Pass	Fail	N/A
Basin free of soap scum, hair and water spotting	☐	☐	☐
Taps and spout polished, including the underside and the base collar	☐	☐	☐
Overflow hole and drain cover clear	☐	☐	☐
Counter surface dry, no pooled water at the backsplash joint	☐	☐	☐
Underside of the counter and exposed P-trap free of dust and drips	☐	☐	☐
Mirror streak-free when checked at a 45 degree angle	☐	☐	☐
Mirror frame and top edge dusted	☐	☐	☐

Dispensers and Supplies

	Pass	Fail	N/A
Soap dispensers full, priming correctly, no crust at the nozzle	☐	☐	☐
Paper towel dispenser stocked and feeding, no jam	☐	☐	☐
Toilet tissue stocked in every stall with a spare roll available	☐	☐	☐
Seat cover dispenser stocked where fitted	☐	☐	☐

Hand dryer nozzle and grille clean, unit functioning	☐	☐	☐
Sanitary disposal units emptied and liner replaced	☐	☐	☐
Dispenser exteriors wiped, keys and locks intact	☐	☐	☐
Air freshener or dispenser unit within service date	☐	☐	☐

Partitions, Walls and Doors

	Pass	Fail	N/A
Partition doors and dividers wiped on both faces at hand height	☐	☐	☐
Latches, coat hooks and handrails cleaned and secure	☐	☐	☐
Graffiti and marker removed, or logged if it needs a repaint	☐	☐	☐
Wall tile free of splash marks, especially behind fixtures	☐	☐	☐
Entry door push plate, pull handle and kick plate cleaned	☐	☐	☐
Baby change station wiped inside and out, strap intact	☐	☐	☐

Floors and Drains

	Pass	Fail	N/A
Floor mopped to the wall, not just the open centre	☐	☐	☐
Corners, edges and the base of every fixture free of build-up	☐	☐	☐
Grout lines free of dark staining in the traffic path	☐	☐	☐
Floor drain flushed with clean water, no odour rising from the trap	☐	☐	☐
No standing water and no wet floor left without a sign	☐	☐	☐
Hair and debris removed from behind the door swing	☐	☐	☐

Waste, Odour and Ventilation

	Pass	Fail	N/A
All waste bins emptied and liners fitted, no overflow at any point	☐	☐	☐
Bin interiors and lids free of residue	☐	☐	☐
Exhaust grille free of dust, fan drawing air when tested with tissue	☐	☐	☐
No ammonia or sewer odour at floor level, checked at the drain	☐	☐	☐
Vents, light diffusers and the top of the door frame free of dust	☐	☐	☐

General checks (site-wide)

	Pass	Fail	N/A
Restroom checked and initialled at the required service intervals	☐	☐	☐

Every fixture functional, leaks and running toilets reported the same visit	☐	☐	☐
Lighting fully working, burned lamps reported	☐	☐	☐
No cleaning chemical left unattended in the restroom	☐	☐	☐
Previous inspection deficiencies verified as fixed	☐	☐	☐

Suggested frequency

Daily	Full fixture clean, restock, floor mop, waste removal, mirror and counter
Per shift	Spot check in high-traffic restrooms: restock, waste, spot mop, mirror
Weekly	Partition wipe-down both faces, drain flush, dispenser deep clean, wall tile
Monthly	High dusting, exhaust grille, grout scrub, descale taps and flush valves

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