SF Janitorial

PRINTABLE CHECKLIST

Commercial restroom cleaning checklist

Use one copy per restroom and tick each line on a morning walk after a cleaning visit.

Building _____ **Restroom or floor** _____

Checked by _____ **Date** _____

Every visit

- ☐ Toilet bowls, seats and fixture exteriors cleaned to the floor
- ☐ Urinals cleaned inside and out, wall around them wiped
- ☐ Sinks, faucets, counters and backsplash washed
- ☐ Mirrors polished corner to corner
- ☐ Flush handles, faucet handles, latches, door pulls and levers wiped
- ☐ Fixtures and touchpoints disinfected for the label dwell time
- ☐ Every waste bin emptied and relined, stall bins included
- ☐ Floor swept and wet-mopped from the toilets toward the door
- ☐ Partition doors and walls by dispensers spot-cleaned

Weekly

- ☐ Floor edges and toilet bases hand-scrubbed
- ☐ Partitions and stall doors washed on both faces
- ☐ Partition tops, mirror frames and ledges wiped
- ☐ Water run into floor drains
- ☐ Faucets, aerators and urinal rims lightly descaled
- ☐ Hand dryers and the wall beneath wiped
- ☐ Reachable exhaust fan grilles dusted

Periodic deep work

- ☐ Grout lines machine-scrubbed back to their color
- ☐ Scale lifted from bowls, urinals and basins
- ☐ Tiled walls washed down to the cove base
- ☐ Light lenses and ceiling vents cleaned
- ☐ Chrome, dispensers and hand dryers detailed
- ☐ Corners and fixture floor seams brushed

Restocking

- [ ] Toilet paper filled in every holder
- [ ] Paper towels loaded to match each dispenser
- [ ] Hand soap filled at every sink
- [ ] Hand sanitizer dispensers filled
- [ ] Seat covers stocked in each stall
- [ ] Can liners in every bin, spares in the closet
- [ ] Closet reserve checked for each item

Notes