

Washroom Cleaning Checklist

A washroom and restroom cleaning checklist for offices, schools, shops and public facilities, with an hourly check log and weekly deep-clean tasks.

Before You Start

- ☐ Put up a wet-floor or cleaning-in-progress sign at the entrance
- ☐ Put on gloves and any eye protection the product label requires
- ☐ Use separate color-coded cloths for toilets and for sinks and surfaces
A common scheme is red for toilets and urinals, yellow for sinks and other washroom surfaces.
- ☐ Check the disinfectant's contact time on the label before you begin
The surface must stay wet for the full contact time or the disinfectant won't work.
- ☐ Open a window or turn on the extractor fan for ventilation

Restock and Waste

- ☐ Refill toilet paper and keep a spare roll in every cubicle
- ☐ Refill soap and hand sanitizer dispensers
- ☐ Refill paper towels or check that hand dryers work
- ☐ Empty bins and sanitary bins and fit new liners
Sanitary bins are usually emptied by a specialist contractor; check the service schedule rather than emptying them by hand.
- ☐ Report any broken dispenser, lock or hand dryer

High-Touch Points

- ☐ Disinfect door handles, push plates and cubicle locks
- ☐ Disinfect flush handles, taps and dispenser buttons
- ☐ Wipe light switches and baby-changing tables

Toilets and Urinals

- ☐ Apply toilet cleaner under the rim and leave it to work
- ☐ Clean the seat, hinges, lid and outside of the bowl
- ☐ Scrub the bowl and under the rim, then flush
- ☐ Clean urinals, including the bowl, wall behind and floor in front
- ☐ Replace urinal screens or blocks when worn down
- ☐ Wipe cubicle walls and partitions at hand height

Sinks, Counters and Mirrors

- ☐ Clean sinks, taps and the area around the overflow
- ☐ Wipe counters and the wall splashback dry
- ☐ Clean mirrors with glass cleaner for a streak-free finish
- ☐ Check the sinks drain freely

Floors and Drains

- ☐ Sweep or dust-mop the floor first
- ☐ Mop from the far corner toward the exit with clean solution
- ☐ Pay attention to the floor around toilet bases and urinals
 - Urine splashes around urinals are a common cause of lingering odor.
- ☐ Pour water into floor drains to keep the trap from drying out
- ☐ Remove the wet-floor sign only when the floor is dry

Hourly Check Log

- ☐ Time checked: ____
- ☐ Checked by (initials): ____
- ☐ Supplies restocked: Yes / No
- ☐ Floor dry and bins below half full: Yes / No
- ☐ Issues reported: ____

Weekly Deep Clean

- ☐ Descale toilets, urinals and taps
- ☐ Scrub grout and floor edges
- ☐ Wash walls, cubicle doors and partitions top to bottom
- ☐ Dust vents, extractor fan covers and high ledges
- ☐ Clean and disinfect bins inside and out