

Hourly Restroom Checklist

- Thoroughly clean and sanitize all toilets and urinals.
- Thoroughly clean behind the toilet.
- Thoroughly clean and sanitize all sinks.
- Thoroughly clean and sanitize all paper towel holders.
- Restock all toilet paper.
- Restock paper towels.
- Restock all soap dispensers.
- Wipe down mirrors and fixtures.
- Sanitize all door handles.
- Sweep the floor.
- Mop the floor.
- Provide air freshener.
- Check for, and report any graffiti or damage to partitions.
- Check if any repairs are needed or if any toilets are running continuously.

Weekly Restroom Checklist

- Pour water and bleach down the drain.
- Wash down the walls.
- Clean any fans and vents.
- Make sure all toilet seats are tight.