Commercial bathroom cleaning checklist

CHECKLIST TEMPLATE

Business _____ Location _____ Date _____

Daily clean Each visit

TASK	TIME	INITIALS
Set up		
☐ Put out the wet floor sign		
☐ Use the bathroom colour-coded cloths, mop and gloves Never use bathroom cloths or mops anywhere else.		
Restock		
☐ Refill toilet paper, paper towels and soap		
☐ Refill sanitary bin bags and air fresheners		
Clean		
☐ Spray toilets and urinals with the bathroom cleaner and leave it to work		
☐ Clean mirrors, then basins and taps		
☐ Wipe touch points Door handles, locks, flush buttons, dispensers and light switches.		
☐ Clean the toilets and urinals inside and out, seats and hinges last		
☐ Empty the bins and wipe the lids		
Finish		
☐ Sweep, then mop from the far corner to the door		
☐ Check for leaks, blockages and broken fittings, and report them		
☐ Sign the bathroom cleaning log on the door		

Completed by _____ Checked by (manager) _____ Date _____ Notes _____