

FREE OPERATIONAL TEMPLATE

Restroom Cleanliness Checklist

Use this 60-point checklist to inspect restroom hygiene, surfaces, fixtures, handwashing, supplies, cleaning methods, waste, accessibility, incidents, maintenance, corrective actions, and verified closure.

LOCATION

INSPECTION DATE

INSPECTOR

RESTROOM / SHIFT

1. Checklist setup, scope, ownership, and critical rules

- Confirm the location, date, shift, inspector, restroom owner, reviewer, and restroom areas included in the check.

RESTROOM CHECK

Compliant

Needs attention

Non-compliant

EVIDENCE | Add photo

 Execution tip: Define ownership and critical closure rules before the first inspection begins.

- Identify customer, employee, accessible, family, baby-care, and unisex restrooms covered by the checklist.

RESTROOM CHECK

Compliant

Needs attention

Non-compliant

EVIDENCE | Add photo

 Execution tip: Define ownership and critical closure rules before the first inspection begins.

- Define inspection frequency, cleaning frequency, service standards, evidence requirements, and escalation routes for each restroom type.

RESTROOM CHECK

READING /
RESULT | Enter

LIMIT /
STANDARD | Enter

EVIDENCE | Add photo

 Execution tip: Define ownership and critical closure rules before the first inspection begins.

- Assign ownership for routine checks, replenishment, cleaning, maintenance, incident response, and management verification.

RESTROOM CHECK

Compliant

Needs attention

Non-compliant

EVIDENCE | Add photo

 Execution tip: Define ownership and critical closure rules before the first inspection begins.

- Review recent complaints, hygiene incidents, slip events, blocked fixtures, pest findings, leaks, odour reports, and overdue actions.

RESTROOM CHECK

Completed

Partial

Not completed

EVIDENCE | Add photo

 Execution tip: Define ownership and critical closure rules before the first inspection begins.

- Set immediate-closure rules for sewage backup, no water, serious contamination, exposed electrics, unsafe chemicals, or major accessibility hazards.

CRITICAL

RESTROOM CHECK

Completed

Partial

Not completed

EVIDENCE | Add photo

 Execution tip: Define ownership and critical closure rules before the first inspection begins.

2. Entrance, access, signage, privacy, and first impression

- 7 Verify the route to the restroom is clearly signed, unobstructed, well lit, and safe for customers and employees.

RESTROOM CHECK

Compliant

Needs attention

Non-compliant

EVIDENCE | Add photo

 Execution tip: Judge the restroom from the customer route and first impression, not only from inside the cubicle.

- 8 Check entrance doors, handles, frames, privacy screens, locks, and automatic mechanisms are clean and working.

RESTROOM CHECK

Compliant

Needs attention

Non-compliant

EVIDENCE | Add photo

 Execution tip: Judge the restroom from the customer route and first impression, not only from inside the cubicle.

- 9 Confirm the entrance threshold and nearby floor are dry, stable, clean, and free from trip hazards.

RESTROOM CHECK

Compliant

Needs attention

Non-compliant

EVIDENCE | Add photo

 Execution tip: Judge the restroom from the customer route and first impression, not only from inside the cubicle.

- 10 Assess the first impression for visible dirt, litter, staining, clutter, unpleasant odour, or signs of poor upkeep.

RESTROOM CHECK

Completed

Partial

Not completed

EVIDENCE | Add photo

 Execution tip: Judge the restroom from the customer route and first impression, not only from inside the cubicle.

- 11 Verify ventilation and lighting provide a fresh, comfortable, and clearly visible environment throughout the restroom.

RESTROOM CHECK

Compliant

Needs attention

Non-compliant

EVIDENCE | Add photo

 Execution tip: Judge the restroom from the customer route and first impression, not only from inside the cubicle.

- 12 Confirm any closed, occupied, under-cleaning, or out-of-service signage is accurate, visible, and removed when no longer required.

CRITICAL

RESTROOM CHECK

Compliant

Needs attention

Non-compliant

EVIDENCE | Add photo

 Execution tip: Judge the restroom from the customer route and first impression, not only from inside the cubicle.

3. Floors, walls, ceilings, doors, mirrors, and surfaces

- 13 Inspect floors for dirt, residue, staining, standing water, loose tiles, damaged grout, and slip or trip hazards. RESTROOM CHECK

Compliant

Needs attention

Non-compliant

EVIDENCE | Add photo

 Execution tip: Inspect edges, corners, drains, upper surfaces, and hidden areas, not only the most visible surfaces.

- 14 Check floor drains, grates, corners, edges, and areas behind fixtures are clean, unobstructed, and free from odour. RESTROOM CHECK

Compliant

Needs attention

Non-compliant

EVIDENCE | Add photo

 Execution tip: Inspect edges, corners, drains, upper surfaces, and hidden areas, not only the most visible surfaces.

- 15 Verify walls, cubicle partitions, doors, ledges, handles, rails, and high-touch surfaces are clean and disinfected. RESTROOM CHECK

Compliant

Needs attention

Non-compliant

EVIDENCE | Add photo

 Execution tip: Inspect edges, corners, drains, upper surfaces, and hidden areas, not only the most visible surfaces.

- 16 Inspect ceilings, vents, light fittings, pipes, and upper surfaces for dust, leaks, mould, corrosion, or water damage. RESTROOM CHECK

Compliant

Needs attention

Non-compliant

EVIDENCE | Add photo

 Execution tip: Inspect edges, corners, drains, upper surfaces, and hidden areas, not only the most visible surfaces.

- 17 Check mirrors, glass, stainless steel, counters, shelves, and dispensers are free from smears, residue, and fingerprints. RESTROOM CHECK

Compliant

Needs attention

Non-compliant

EVIDENCE | Add photo

 Execution tip: Inspect edges, corners, drains, upper surfaces, and hidden areas, not only the most visible surfaces.

- 18 Record graffiti, sharp edges, broken fittings, loose panels, damaged finishes, or other conditions that affect hygiene or safety. CRITICAL RESTROOM CHECK

Completed

Partial

Not completed

EVIDENCE | Add photo

 Execution tip: Inspect edges, corners, drains, upper surfaces, and hidden areas, not only the most visible surfaces.

4. Toilets, urinals, cubicles, plumbing, and consumables

- 19 Verify toilet bowls, seats, lids, hinges, bases, and surrounding areas are visibly clean, disinfected, and free from scale. RESTROOM CHECK

Compliant

Needs attention

Non-compliant

EVIDENCE | Add photo

 Execution tip: Test fixtures instead of relying only on visual condition.

- 20 Test selected toilets and urinals to confirm flushing is effective and no blockage, overflow, leakage, or continuous running is present. RESTROOM CHECK

Compliant

Needs attention

Non-compliant

EVIDENCE | Add photo

 Execution tip: Test fixtures instead of relying only on visual condition.

- 21 Inspect urinals, screens, traps, flush controls, splash areas, and floor zones for cleanliness, odour, and correct operation. RESTROOM CHECK

Compliant

Needs attention

Non-compliant

EVIDENCE | Add photo

 Execution tip: Test fixtures instead of relying only on visual condition.

- 22 Check cubicle doors, locks, indicators, partitions, coat hooks, shelves, and bag holders are clean, secure, and functional. RESTROOM CHECK

Compliant

Needs attention

Non-compliant

EVIDENCE | Add photo

 Execution tip: Test fixtures instead of relying only on visual condition.

- 23 Confirm toilet paper dispensers are clean, stocked, accessible, and fitted with usable rolls without loose paper on surfaces or floors. RESTROOM CHECK

Compliant

Needs attention

Non-compliant

EVIDENCE | Add photo

 Execution tip: Test fixtures instead of relying only on visual condition.

- 24 Record leaking pipes, damaged seals, slow drainage, loose fixtures, blocked units, or plumbing defects and isolate affected fixtures when necessary. CRITICAL RESTROOM CHECK

Completed

Partial

Not completed

EVIDENCE | Add photo

 Execution tip: Test fixtures instead of relying only on visual condition.

5. Handwashing, soap, drying, taps, and hand-hygiene controls

- 25 Verify washbasins, counters, splashbacks, overflows, plugs, and surrounding surfaces are clean and free from residue.

RESTROOM CHECK

Compliant

Needs attention

Non-compliant

EVIDENCE | Add photo

 **Execution tip:** Confirm the complete handwashing journey works from water and soap through drying and waste disposal.

- 26 Confirm running water is available at every required basin and that flow, drainage, and water temperature are suitable for handwashing.

RESTROOM CHECK

READING /
RESULT | Enter

LIMIT /
STANDARD | Enter

EVIDENCE | Add photo

 **Execution tip:** Confirm the complete handwashing journey works from water and soap through drying and waste disposal.

- 27 Check soap dispensers are clean, working, correctly filled, and free from diluted, contaminated, or unapproved product.

RESTROOM CHECK

Compliant

Needs attention

Non-compliant

EVIDENCE | Add photo

 **Execution tip:** Confirm the complete handwashing journey works from water and soap through drying and waste disposal.

- 28 Verify paper towel dispensers or hand dryers are clean, operational, accessible, and supported by adequate waste-bin capacity.

RESTROOM CHECK

Compliant

Needs attention

Non-compliant

EVIDENCE | Add photo

 **Execution tip:** Confirm the complete handwashing journey works from water and soap through drying and waste disposal.

- 29 Test taps, handles, sensors, mixers, and shut-off controls for correct operation, leakage, secure fitting, and easy use.

RESTROOM CHECK

Compliant

Needs attention

Non-compliant

EVIDENCE | Add photo

 **Execution tip:** Confirm the complete handwashing journey works from water and soap through drying and waste disposal.

- 30 Confirm handwashing signs are visible where required and that sink areas remain dry, uncluttered, and ready for use.

CRITICAL

RESTROOM CHECK

Compliant

Needs attention

Non-compliant

EVIDENCE | Add photo

 **Execution tip:** Confirm the complete handwashing journey works from water and soap through drying and waste disposal.

6. Cleaning, disinfection, chemicals, tools, and safe methods

- 31 Verify only approved cleaning and disinfection chemicals are used and that labels, instructions, expiry dates, and safety information are available.

RESTROOM CHECK

Compliant

Needs attention

Non-compliant

EVIDENCE | Add photo



Execution tip: Follow approved chemical instructions and keep clean tools separated from contaminated tools.

- 32 Confirm dilution, concentration, preparation date, contact time, surface compatibility, and replacement frequency follow the approved method.

RESTROOM CHECK

READING /
RESULT | Enter

LIMIT /
STANDARD | Enter

EVIDENCE | Add photo



Execution tip: Follow approved chemical instructions and keep clean tools separated from contaminated tools.

- 33 Check colour-coded cloths, mops, brushes, buckets, gloves, warning signs, and other tools are available, clean, and dedicated to restroom use.

RESTROOM CHECK

Compliant

Needs attention

Non-compliant

EVIDENCE | Add photo



Execution tip: Follow approved chemical instructions and keep clean tools separated from contaminated tools.

- 34 Observe whether cleaning follows a safe sequence from cleaner areas to dirtier areas and from higher surfaces to floors.

RESTROOM CHECK

Compliant

Needs attention

Non-compliant

EVIDENCE | Add photo



Execution tip: Follow approved chemical instructions and keep clean tools separated from contaminated tools.

- 35 Verify high-touch points, including handles, locks, taps, flush controls, dispensers, rails, and baby-care fittings, are disinfected at the required frequency.

RESTROOM CHECK

READING /
RESULT | Enter

LIMIT /
STANDARD | Enter

EVIDENCE | Add photo



Execution tip: Follow approved chemical instructions and keep clean tools separated from contaminated tools.

- 36 Confirm used tools are cleaned, dried, stored safely, and separated from clean supplies, food areas, and customer products after each cleaning cycle.

CRITICAL

RESTROOM CHECK

Compliant

Needs attention

Non-compliant

EVIDENCE | Add photo



Execution tip: Follow approved chemical instructions and keep clean tools separated from contaminated tools.

7. Supplies, waste, sanitary disposal, odour, and pest control

- 37 Check minimum stock levels for toilet paper, soap, paper towels, liners, sanitary bags, cleaning chemicals, and emergency supplies.

RESTROOM CHECK

READING /
RESULT || Enter

LIMIT /
STANDARD || Enter

EVIDENCE || Add photo

 Execution tip: Treat persistent odour and pest evidence as a cause to investigate, not a cosmetic issue.

- 38 Verify general waste bins are clean, lined, correctly positioned, not overflowing, and emptied at the required frequency.

RESTROOM CHECK

READING /
RESULT || Enter

LIMIT /
STANDARD || Enter

EVIDENCE || Add photo

 Execution tip: Treat persistent odour and pest evidence as a cause to investigate, not a cosmetic issue.

- 39 Confirm sanitary disposal units are available where required, securely fitted, clean, closed, and serviced according to schedule.

RESTROOM CHECK

Compliant

Needs attention

Non-compliant

EVIDENCE || Add photo

 Execution tip: Treat persistent odour and pest evidence as a cause to investigate, not a cosmetic issue.

- 40 Check waste is removed without contaminating clean surfaces and that waste routes, trolleys, and temporary holding areas are hygienic.

RESTROOM CHECK

Compliant

Needs attention

Non-compliant

EVIDENCE || Add photo

 Execution tip: Treat persistent odour and pest evidence as a cause to investigate, not a cosmetic issue.

- 41 Investigate persistent odours at the source instead of masking them and record drainage, plumbing, ventilation, waste, or cleaning causes.

RESTROOM CHECK

Completed

Partial

Not completed

EVIDENCE || Add photo

 Execution tip: Treat persistent odour and pest evidence as a cause to investigate, not a cosmetic issue.

- 42 Inspect corners, drains, pipe entries, service voids, waste areas, and stored supplies for pest activity, droppings, insects, or access points.

CRITICAL

RESTROOM CHECK

Compliant

Needs attention

Non-compliant

EVIDENCE || Add photo

 Execution tip: Treat persistent odour and pest evidence as a cause to investigate, not a cosmetic issue.

8. Accessibility, family facilities, baby care, and comfort

- 43 Verify the accessible route, doorway, turning space, cubicle, transfer area, and approach to fixtures remain clear and usable.

RESTROOM CHECK

Compliant

Needs attention

Non-compliant

EVIDENCE | Add photo

 Execution tip: Verify accessibility and family facilities through actual reach, clearance, and safe use.

- 44 Check grab rails, support bars, emergency call cords, alarms, locks, and accessible signage are clean, secure, visible, and functional.

RESTROOM CHECK

Compliant

Needs attention

Non-compliant

EVIDENCE | Add photo

 Execution tip: Verify accessibility and family facilities through actual reach, clearance, and safe use.

- 45 Confirm accessible basins, mirrors, soap, drying facilities, toilet paper, and controls are positioned within practical reach.

RESTROOM CHECK

Compliant

Needs attention

Non-compliant

EVIDENCE | Add photo

 Execution tip: Verify accessibility and family facilities through actual reach, clearance, and safe use.

- 46 Inspect baby-changing units for cleanliness, secure mounting, straps, hinges, liners, instructions, damage, and safe operation.

RESTROOM CHECK

Compliant

Needs attention

Non-compliant

EVIDENCE | Add photo

 Execution tip: Verify accessibility and family facilities through actual reach, clearance, and safe use.

- 47 Check family or child-friendly facilities, including lower fixtures, child seats, step stools, and disposal points, are clean and safe where provided.

RESTROOM CHECK

Compliant

Needs attention

Non-compliant

EVIDENCE | Add photo

 Execution tip: Verify accessibility and family facilities through actual reach, clearance, and safe use.

- 48 Assess privacy, lighting, ventilation, room temperature, noise, odour, and overall comfort for customers with different needs.

CRITICAL

RESTROOM CHECK

Completed

Partial

Not completed

EVIDENCE | Add photo

 Execution tip: Verify accessibility and family facilities through actual reach, clearance, and safe use.

9. Inspection records, incidents, complaints, and maintenance follow-up

49

Verify restroom inspection and cleaning logs are completed at the required times with the actual condition, employee name, and exceptions recorded.

RESTROOM CHECK

Compliant

Needs attention

Non-compliant

EVIDENCE | Add photo

Execution tip: A completed log is useful only when it reflects the real condition and drives follow-up.

50

Check records show meaningful findings rather than repeated identical entries or pre-completed checks without inspection evidence.

RESTROOM CHECK

Compliant

Needs attention

Non-compliant

EVIDENCE | Add photo

Execution tip: A completed log is useful only when it reflects the real condition and drives follow-up.

51

Record customer complaints, slips, illness concerns, vandalism, contamination, lost property, and service interruptions through the approved process.

RESTROOM CHECK

Completed

Partial

Not completed

EVIDENCE | Add photo

Execution tip: A completed log is useful only when it reflects the real condition and drives follow-up.

52

Confirm blood, vomit, sharps, bodily-fluid, or other hazardous contamination is managed using the approved isolation, PPE, cleaning, and disposal procedure.

RESTROOM CHECK

Compliant

Needs attention

Non-compliant

EVIDENCE | Add photo

Execution tip: A completed log is useful only when it reflects the real condition and drives follow-up.

53

Create maintenance tickets for leaks, blocked units, failed dryers, damaged locks, poor ventilation, lighting faults, loose fittings, or accessibility defects.

RESTROOM CHECK

Area	Finding	Owner	Due	Proof

Execution tip: A completed log is useful only when it reflects the real condition and drives follow-up.

54

Verify completed cleaning and maintenance actions are reinspected, supported by evidence, and closed only when the restroom is safe and serviceable.

CRITICAL

RESTROOM CHECK

Compliant

Needs attention

Non-compliant

EVIDENCE | Add photo

Execution tip: A completed log is useful only when it reflects the real condition and drives follow-up.

10. Findings, corrective actions, verification, and sign-off

- 55 Summarize the restroom score by zone, fixture type, cleanliness, supplies, safety, accessibility, maintenance, and recurring failure.

RESTROOM CHECK

Area	Finding	Owner	Due	Proof

 Execution tip: Keep findings open until the corrected condition is independently verified with objective evidence.

- 56 Close or isolate any restroom or fixture with sewage backup, serious contamination, no water, exposed electrics, flooding, or another immediate hazard.

CRITICAL

RESTROOM CHECK

Close / isolate

Clean or repair

Verify before reopen

TICKET | Enter

 Execution tip: Keep findings open until the corrected condition is independently verified with objective evidence.

- 57 Assign each finding a priority, owner, due date, required evidence, reviewer, escalation path, and measurable closure criteria.

RESTROOM CHECK

Area	Finding	Owner	Due	Proof

 Execution tip: Keep findings open until the corrected condition is independently verified with objective evidence.

- 58 Complete root-cause analysis for repeat failures and define changes to staffing, frequency, supplies, tools, training, maintenance, or supervision.

RESTROOM CHECK

Area	Finding	Owner	Due	Proof

 Execution tip: Keep findings open until the corrected condition is independently verified with objective evidence.

- 59 Verify closure through a reinspection, completed log, repair test, approved photo, stock check, complaint review, or manager confirmation.

CRITICAL

RESTROOM CHECK

Compliant

Needs attention

Non-compliant

EVIDENCE | Add photo

 Execution tip: Keep findings open until the corrected condition is independently verified with objective evidence.

- 60 Record the final status, critical failures, unresolved risks, accepted exceptions, next review date, inspector, manager, reviewer, date, time, and signatures.

CRITICAL

RESTROOM CHECK

NAME | Enter

TIME | __:__

SIGNATURE | Sign

 Execution tip: Keep findings open until the corrected condition is independently verified with objective evidence.

RUN THIS CHECKLIST DIGITALLY

Turn restroom findings into verified cleaning and repair actions

Use Taqtics to schedule restroom checks, capture live condition evidence, escalate critical failures, assign cleaning or maintenance actions, verify closure, and compare recurring gaps across every location.

Scheduled restroom checks

Hygiene and fixture scoring

Live photo and record evidence

Critical closure alerts

Cleaning and maintenance actions

Multi-location cleanliness dashboards

Try the Restroom Cleanliness Checklist in Taqtics