**Public Toilet Cleaning Checklist**



#### **Daily Tasks**

* **Check and Restock Supplies:** Ensure toilet paper, hand towels, soap, and seat covers are well-stocked.
* **Sweep and Mop Floors:** Clean floors to remove dirt and moisture.
* **Disinfect Toilets and Urinals:** Use a disinfectant to clean and sanitize all surfaces thoroughly.
* **Clean and Sanitize Sinks and Countertops:** Wipe down sinks, faucets, and surrounding areas.
* **Empty Trash Receptacles:** Replace liners and dispose of trash properly.
* **Wipe Down Stall Doors and Partitions:** Clean all high-touch surfaces, including door handles and lock mechanisms.
* **Refill Hand Sanitizer Dispensers:** If applicable, make sure dispensers are full and functional.
* **Check and Clean Mirrors:** Wipe down mirrors to keep them streak-free.

#### **Weekly Tasks**

* **Deep Clean Floors:** Use a heavy-duty cleaner to remove stains and buildup.
* **Descale Toilets and Urinals:** Apply a descaling agent to eliminate lime and mineral deposits.
* **Inspect and Clean Drains:** Ensure drains are clear of obstructions and clean.
* **Clean Light Fixtures and Vents:** Dust and clean to maintain good air quality and lighting.

#### **Monthly Tasks**

* **Inspect Plumbing:** Check for leaks or damages and make necessary repairs.
* **Deep Clean Walls and Ceilings:** Wash walls and ceilings to remove dust and grime.
* **Detail Clean Accessory Fixtures:** Thoroughly clean paper towel dispensers, hand dryers, and waste receptacles.
* **Check Air Fresheners:** Replace or refill air freshening devices.
* **Sanitize Baby Changing Stations:** If available, clean and sanitize thoroughly.

#### **Seasonal Tasks**

* **Inspect and Service HVAC Systems:** Ensure that heating, cooling, and ventilation systems are functioning correctly.
* **Pest Control Inspection:** Conduct regular checks to prevent pest infestations.
* **Review Cleaning Protocols:** Update cleaning procedures and train staff on any new methods or products.