

Bathroom Daily Cleaning Checklist














Use the checklist below to make sure your bathrooms stay in tip top shape! Add your own unique tasks and have your staff initial as each task is completed.

DATE: _____

TASK	SUGGESTED TOOL	TIMES	STAFF INITIAL	MGMT. INITIALS
Dust fixtures, vents, dryers and countertops	3M™ Easy Trap Sweep & Dust Sheets			
Clean and disinfect toilets and urinals	3M™ Bathroom Disinfectant Cleaner Concentrate #4, 3M™ Non-Acid Bathroom Disinfectant Cleaner Concentrate #15, Scotch-Brite™ Light Duty Scrubbing Pad 9030, 3M™ Acid Bowl Cleaner Ready-To-Use			
Sanitize and disinfect sinks, faucets and countertops	Sanitize: 3M™ Sanitizer Concentrate #16 Disinfect: 3M™ Bathroom Disinfectant Cleaner Concentrate #4, 3M™ Non-Acid Bathroom Disinfectant Cleaner Concentrate #15 Tools: Scotch-Brite™ Low Scratch Scour Sponge 3000HEX			
Clean mirror, glass and sink top	Scotch-Brite™ High Performance Cloths, 3M™ Glass Cleaner and Protector 17A			
Wipe down appliances such as hand dryers, paper towel dispensers and soap dispensers	Scotch-Brite™ High Performance Cloths, 3M™ Glass Cleaner and Protector 17A			
Wipe down walls	3M™ General Purpose Cleaner Concentrate #8, Scotch-Brite™ Easy Erasing Pad 4004CC and 4004BP			
Clean doors, bathroom partitions	General: 3M™ Glass Cleaner and Protector 17A Stainless steel: 3M™ Stainless Steel Cleaner and Protector			
Disinfect doorknobs/handles	3M™ Quat Disinfectant Cleaner Concentrate #5, 3M™ Neutral Quat Disinfectant Cleaner Concentrate #23, 3M™ HB Quat Disinfectant Cleaner Concentrate #25, 3M™ Quat Disinfectant Cleaner RCT Concentrate #40, 3M™ MBS Disinfectant Cleaner Fresh Scent Concentrate #41, 3M™ MBS Disinfectant Cleaner Concentrate #42			
Sweep floors	3M™ Scotch-Brite™ Professional 2-in-1 Flat Mop & Backpack Finish Applicator Kit, Ergonomic Handle, 3M™ Easy Scrub Flat Mop			
Mop and floor cleaning	3M™ Easy Clean Disposable Floor Mop, Scotch-Brite™ Professional Standard Mop, 3M™ Easy Scrub Microfiber Mop Pad, 3M™ Bathroom Cleaner Concentrate #44			
General cleaning and disinfecting	3M™ MBS Disinfectant Cleaner Fresh Scent Concentrate #41			
Clean interior/exterior of trash bins and replace liners	3M™ General Purpose Cleaner Concentrate #8			

TASK	HOW TO CLEAN	TIMES	STAFF INITIAL	MGMT. INITIALS
Clean all soap dispensers/paper towel dispensers and refill if needed	Use hot water, soap and a clean towel to wipe down all surfaces, making note of areas that are regularly touched (crank handles, etc.)			
Clean mops	Rinse mop head in warm water using a mild detergent. Thoroughly wring out and hang to dry in a well-ventilated area.			
Take out trash	Make sure not to overfill trash bins and to tie trash bags tightly to prevent rips or spills.			

3M™ Cleaning Concentrates. A concentrated solution for almost any cleaning challenge.

<p>3 3M™ Neutral Cleaner Concentrate No-rinse, low-foaming formula. Use with mop or automatic scrubber. Fresh scent. RTU color: Light green/yellow. TNF 207; FCS 200 gallons.</p> 	<p>8 3M™ General Purpose Cleaner Concentrate All-purpose, everyday cleaner. Use on floors, walls and other nonporous surfaces. RTU color: Light pink. TNF 35; FCS 35 gallons.</p> 	<p>17 3M™ Glass Cleaner and Protector Concentrate Scotchgard™ Technology helps reduce fogging on windows and mirrors after repeated use. RTU color: Blue. TNF 42; FCS 40 gallons.</p> 	<p>25 3M™ HB Quat Disinfectant Cleaner Concentrate Rinse-free, EPA-registered disinfectant for cleaning noncritical items. For use in hospitals. Kills hepatitis B virus (HBV), HIV, MRSA, VRE, herpes simplex I and II and other pathogens. RTU color: Clear to light yellow. TNF 180; FCS 155 gallons.</p> 
<p>4 3M™ Bathroom Disinfectant Cleaner Concentrate EPA-registered disinfectant cleaner removes soap scum and scale from bathroom surfaces. RTU color: Light forest green. TNF 27; FCS 26 gallons.</p> 	<p>15 3M™ Non-Acid Disinfectant Bathroom Cleaner Concentrate Daily-use, EPA-registered for bowls, urinals and other hard surfaces. RTU color: Clear to light green. TNF 61; FCS 61 gallons.</p> 	<p>23 3M™ Neutral Quat Disinfectant Cleaner Concentrate For use in restaurants and hospitals. EPA-registered disinfectant cleaner kills HBV, HIV-1, MRSA, VRE, herpes simplex I and II and other pathogens. Rinse-free, low-foaming, neutral pH formula. RTU color: Light green. TNF 120; FCS 100 gallons.</p> 	<p>40 3M™ Disinfectant Cleaner RCT Concentrate EPA-registered. For use in hospitals. Kills HIV-1, Hepatitis B and C, MRSA, VRE, KPC, <i>Acinetobacter</i> and other pathogens in three minutes. Rinse free, fragrance free and dye free. RTU color: Clear. TNF 123; FCS 116 gallons.</p> 
<p>5 3M™ Quat Disinfectant Cleaner Concentrate EPA-registered, for use in hospitals. Kills HIV-1, MRSA, VRE, herpes simplex I and II and other pathogens. Rinse-free, pleasant fragrance. RTU color: Light green. TNF 127; FCS 107 gallons.</p> 	<p>16 3M™ Sanitizer Concentrate EPA-registered sanitizer for walls, floors and other hard, non-porous surfaces. Safe for sanitizing food contact surfaces. RTU color: Clear. TNF 135; FCS 75 gallons.</p> 	<p>24 3M™ 3-in-1 Floor Cleaner Concentrate Low-foaming. For use in automatic scrubbers. For scrubbing before recoating, cleaning before burnishing and daily cleaning. RTU color: Blue. TNF 137; FCS 132 gallons.</p> 	<p>41 3M™ MBS Disinfectant Cleaner Fresh Scent Concentrate EPA-registered. For use in hospitals. Kills HIV-1, Hepatitis B and C, Norovirus, MRSA, VRE, <i>Acinetobacter baumannii</i>, Influenza A Virus and other pathogens in five minutes. Fresh scent fragrance. RTU color: Green. TNF 123; FCS 110 gallons.</p> 
			<p>42 3M™ MBS Disinfectant Cleaner Concentrate EPA-registered disinfectant cleaner for use in hospitals. Kills HIV-1, Hepatitis B and C, Norovirus, MRSA, VRE, <i>Acinetobacter baumannii</i>, Influenza A Virus and other pathogens in five minutes. Low odor and dye free. RTU color: Clear. TNF 123; FCS 110 gallons.</p> 
			<p>44 3M™ Bathroom Cleaner Concentrate Removes soap scum and scale from bathroom surfaces. RTU color: Light forest green. TNF 27; FCS 26 gallons.</p> 