



Commercial Restroom Compliance Checklist

Daily inspection logs, OSHA quick-reference tables, ADA measurement checks, and supply tracking — everything your facility team needs in one printable document.

LOYAL WORKPLACE HYGIENE SOLUTIONS

For over 45 years, Loyal has helped Virginia businesses stay compliant and well-stocked. This checklist is based on what we have learned serving hundreds of facilities across the DMV region – the same items our own service teams check on every visit.

Daily Inspection Log

Facility Name: _____ Week of: _____

Inspector: _____ Location / Floor: _____

| TASK | MON | TUE | WED | THU | FRI | SAT | SUN |
|----------------------------|-----|-----|-----|-----|-----|-----|-----|
| Toilet paper stocked | | | | | | | |
| Soap dispensers filled | | | | | | | |
| Paper towels stocked | | | | | | | |
| Floors clean & dry | | | | | | | |
| Trash emptied | | | | | | | |
| Mirrors & sinks clean | | | | | | | |
| Air freshener working | | | | | | | |
| Toilets / urinals flushing | | | | | | | |
| Stalls & locks functional | | | | | | | |
| Sanitary napkin disposal | | | | | | | |
| Floor mats in place | | | | | | | |
| Lights working | | | | | | | |
| Odor-free | | | | | | | |
| No graffiti or damage | | | | | | | |

OSHA Quick Reference

Under OSHA Standard 29 CFR 1910.141, employers must provide sanitary toilet facilities maintained in a clean and functional condition.

Minimum Toilet Requirements by Employee Count

| NUMBER OF EMPLOYEES | MINIMUM TOILETS REQUIRED |
|---------------------|-------------------------------|
| 1 - 15 | 1 |
| 16 - 35 | 2 |
| 36 - 55 | 3 |
| 56 - 80 | 4 |
| 81 - 110 | 5 |
| 111 - 150 | 6 |
| 150+ | 1 additional per 40 employees |

Required Supplies & Conditions

- Running hot and cold water (or tepid)
- Hand soap or cleansing agent at each wash station
- Individual hand towels, continuous towel system, or air dryers
- Toilet paper in every stall
- Covered waste receptacles in women's restrooms
- Adequate ventilation (mechanical or natural)
- Restrooms maintained in sanitary condition at all times

Key Requirement: Employers must allow employees reasonable access to restroom facilities. Restricting access can be cited as an OSHA violation.

ADA Quick Check

The ADA Standards for Accessible Design require at least one fully accessible restroom per facility. Use this checklist during inspections.

Doorways & Approach

- Door opening at least 32 inches clear width
- Door hardware operable with one hand, no tight grasping
- Threshold no higher than 0.5 inches
- Maneuvering clearance on both sides of door

Accessible Stall

- Stall at least 60 inches wide by 59 inches deep
- Grab bars on side wall (42 in.) and rear wall (36 in.)
- Toilet seat height: 17 – 19 inches above finished floor
- Flush control on open side of toilet
- Door swings outward or provides adequate clearance

Lavatory & Accessories

- Sink rim no higher than 34 inches above floor
- Knee clearance: 27 in. high, 30 in. wide, 19 in. deep
- Soap dispenser within reach range (15 – 48 in. above floor)
- Paper towel dispenser within reach range
- Mirror bottom edge no higher than 40 inches above floor
- Insulated or covered pipes under sink

Tip: Common ADA violations include blocked wheelchair clearance, missing grab bars, and dispensers mounted too high. These are easy fixes during routine maintenance.

Supply Inventory Tracker

Track supply levels weekly to prevent stockouts and optimize reorder timing.

Facility: _____ Month: _____

| SUPPLY ITEM | PAR LEVEL | WK 1 | WK 2 | WK 3 | WK 4 | REORDER? |
|-----------------------|-----------|------|------|------|------|----------|
| Toilet paper (cases) | | | | | | |
| Paper towels (cases) | | | | | | |
| Hand soap (gallons) | | | | | | |
| Hand sanitizer | | | | | | |
| Trash liners | | | | | | |
| Air freshener refills | | | | | | |
| Sanitary napkin bags | | | | | | |
| Toilet seat covers | | | | | | |
| Disinfectant cleaner | | | | | | |
| Glass cleaner | | | | | | |
| | | | | | | |
| | | | | | | |



Need Help Staying Compliant?

Loyal Workplace Hygiene Solutions provides managed restroom supply programs across the DMV region. We handle inventory, delivery, and compliance — so you don't have to.

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