



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 FACILITY SERVICES

Since 1979, 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 Facility Services provides managed restroom supply programs across the DMV region. We handle inventory, delivery, and compliance — so you don't have to.

(703) 361-7888

info@4loyalservices.com · 4loyalservices.com