



# 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

*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

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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

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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?

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Loyal Facility Services 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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