

## Inventory and Checklist for Washrooms

**Location:** (building, floor, room number)

**Type:** (mens' or womens')

**Wheelchair accessible?**

**Contact information:** Is contact information (telephone number) for maintenance problems prominently displayed?

### Inventory of permanent fixtures

- number of basins:
- (for mens' washrooms) number of urinals:
- number of toilets:
- light fixtures (type of fixture? turn on automatic?)
- windows (are there any? what type?)
- wall covering (tile, plaster, stucco, mix, other)
- floor drains (are there any? how many?)
- showers (are there any? how many?)

### Inventory of peripheral fixtures How many of each item are there?

- paper towel dispensers
- trash cans
- hand dryers
- soap dispensers
- mirrors
- condom dispensers

- (for womens' washrooms): dispensers for tampons
- (for womens' washrooms): dispensers for napkins
- other (bulletin boards, cot, ... )

### **The door**

- Does it have a (picture) icon or a (word/words) label? If a label, is it bilingual?
- Does the label indicate "staff only"?
- corridor side of door: knob, handle or push plate?
- washroom side of door: knob, handle or push plate?
- Is a room number indicated?
- (for womens' washrooms): Has the label or icon been defaced? Is it missing or handmade? Does the label say something other than "women/femmes" or "femalei" (e.g., "girls", "ladies")?

### **Safety or perceived safety problems (especially for womens' washrooms)**

- dim lighting
- areas hidden from view
- sound barriers such as dead air space between double doors
- Does the entry door lock from the inside? (This can be a hazard unless the room is for one person only.)
- Is there a record of vandalism reports?
- Is the door kept locked from the outside, or marked "out of order", etc.?

- Is there evidence of threats, pranks, insults or intimidation directed against users, particularly women users (e.g. vandalism reports, posted handwritten signs that are threatening or insulting, defacement of door labels, etc.)?
- Are the insides of stall doors covered with signs for help lines (reminding seated persons of their vulnerability)?

### **Basic design or installation problems**

- faucet handles mislabelled or ambiguous (mixtures of “H”, “C” and “F”), hard to turn, turn the wrong way
- big gaps in stall walls (poor privacy)
- (for womens’ washrooms) sanitary boxes in stalls not reachable by a seated person
- (for womens’ washrooms) sanitary boxes in stalls are missing
- unergonomic toilet seats (flip up, unusually wide, etc.)
- poor lighting
- ugly colour
- privacy wall needed at entrance door
- window glass is not opaque
- makeshift partition has been made for janitorial purposes

### **Scrubbing needed**

- encrustations of dirt throughout?
- dirt encrustation along baseboards and corners?
- on radiators?
- on overhead pipes?
- on wood or metal ventilation slots?
- on door hinges?

### **Washing/cleaning/disinfecting needed**

- dirty windows?
- dirty floors?
- dirty mirrors?
- discoloured bowls?
- Is there a foul odour?

### **Broken items in need of repair**

- broken vents?
- broken faucets?
- broken basins?
- broken windows?
- broken window closures?
- burned out lights?
- broken stall latches?
- damaged floor tile?
- damaged wall tile?

### **Repair or replacement needed**

- mouldy, warped or broken toilet seats?
- rusty or peeling or broken trash can?
- (mens' washrooms) old urinals?
- old toilets?
- Is there a permanent odour problem?

### **Plumbing problems**

- running faucets?
- (mens' washrooms) running urinals?
- running toilets?
- toilet tank or plumbing leaking on floor?

### **Painting, plastering needed**

- peeling paint?
- removal and possible repainting needed for graffiti, stickers and glued-on signs in stalls?
- crumbling plaster?
- holes in walls or ceiling?
- peeling paint on stalls?

### **Overuse or undermaintenance problems**

- no paper?
- no towels?
- no soap?
- plugged toilets?
- plugged basins?

### **Inventory and checklist for wheelchair access**

- Is there a wheelchair accessible toilet stall?
- Is the paper dispenser within reach of a person in a wheelchair?
- Are the support handles in stalls adequate both in number and in placement?

- Is there a washbasin with appropriate handles?
- Is there a mirror viewable from a person in a wheelchair?
- Are hand dryer, towels, and dispensers within reach?
- Can the door be entered from the hall by a person in a wheelchair?  
Alone? With a helper?
- Is there enough room to manoeuvre the chair? On both the corridor side and the washroom side of the door? Inside the room itself?
- Is the door assisted?
- Can the door be exited from the room by a person in a wheelchair?  
Alone? With a helper?
- Is the door assisted for entry? For exit?
- Is the room a trap, with assisted entry but no assisted exit?
- Is there an icon on the door indicating wheelchair accessibility?
- Are there icons in the building indicating where wheelchair accessible facilities are located?