

WASHROOM CLEANING - 15 EASY STEPS

1. PREPARE AREA

Knock on the outside door. Open it slightly and announce your intention to enter. If the restroom is occupied, wait until it is empty. Take cleaning supplies into or near the restroom. Place wet floor sign in entranceway to prevent public use while cleaning.

2. CLEAN TOILET BOWLS AND URINALS

Flush toilets and urinals. Then using bowl brush apply Toilet Bowl Cleaner to inside toilets and urinals and let stand while the balance of the restroom is being cleaned.

3. HIGH DUST

Remove all dust webs with a duster.

Clean wall vents, tops of doors and partitions with wipers dampened with Washroom Cleaner or Disinfectant Solution.

4. REPLENISH SUPPLIES

Refill all hand soap, hand towel, toilet tissue and sanitary napkin dispensers.

Check deodorizers and refill when necessary.

Check the working condition of all the dispensers, sinks, toilets and urinals in the restroom and report any damage.

5. CLEAN LIGHT FIXTURES AND MIRRORS

Apply glass cleaner to light fixtures and mirrors then dry with clean wipers or paper towels. Move around the restroom until all are cleaned.

6. CLEAN WASH BASINS

Using Washroom Cleaner or Disinfectant Solution, clean the interior surfaces of all washbasins. Exterior surfaces, faucets and pipes under the basins should also be cleaned daily.

Wipe chrome dry with a soft cloth or wiper.

Check faucets for dripping and ease of operation, also check the drain flow to see that each drain is clear and empties the washbasin properly. Report any problems to your supervisor.

7. SPOT CLEAN WALLS, PARTITIONS AND WALL VENTS

Dampen a cloth with Washroom Cleaner or Disinfectant Solution or spray directly to the surface. Wipe off shelves, dispensers, receptacles, doors, partitions and wall vents.

8. CLEAN/DISINFECT INSIDE TOILETS AND URINALS

Clean toilet bowls and urinals thoroughly with toilet bowl brush and Bowl and Urinal Cleaner, Washroom Cleaner or Disinfectant Cleaner. Check toilets and urinals for stains and incrustations that form under the rim.

Flush, agitate with the brush or bowl swab. Flush again.

9. CLEAN/DISINFECT EXTERIOR OF TOILETS AND URINALS

Moving down the line, clean from top to bottom with Washroom Cleaner or Disinfectant Solution. Clean all surfaces, pipes and valves.

10. PICK-UP TRASH

Use a dustpan and broom to pick up all paper and trash from the floor. Use a putty knife to remove any gum.

11. EMPTY WASTE RECEPTACLES

Empty and remove waste can liners then spray and wipe the inside and outside with disinfectant solution. Replace liners.

12. CLEAR FLOOR OF ALL OBSTRUCTIONS

Remove all supplies and equipment. Put waste receptacles out of the way.

13. MOP FLOOR

Apply Washroom Cleaner or Disinfectant Solution around the toilets, urinals and floors with your wet mop.

Starting at the far end of the washroom, mop your way out.

If using Disinfectant Solution, allow wet disinfectant solution to work for up to ten (10) minutes (during the waiting period, move equipment and supplies to other areas and allow floor to air dry).

14. RETURN WASHROOM TO SERVICE

Replace all waste receptacles, carts and equipment.

Wash hands and arms carefully to avoid cross contamination.

Rinse and wipe down the sink.

15. CLEAN-UP

At the conclusion of the shift:

- All buckets and wringers must be thoroughly washed, rinsed and allowed to dry
- All mops must be thoroughly washed and hung to drip dry
- All other equipment is washed, disinfected or wiped down and stored in the proper location.