

RESTROOM CLEANING

PURPOSE

To maintain clean, hygienic and attractive restrooms.

SUPPLIES AND EQUIPMENT

- Bucket and wringer
- Mop
- "Restroom Closed" signs
- Bowl brush
- Germicidal detergent
- Quality duster
- Wipers and / or rags
- Refills for hand soap, paper towels, tissue, air fresheners, sanitary napkins, paper cups, etc.
- Glass cleaner
- Creme cleanser
- Garbage bags
- Mirror
- Flashlight
- Dust pan
- Broom
- Putty knife
- Garbage cans

PROCEDURE

1) Prepare area

Always ensure that the room is not in use by announcing your intention to enter. Open the door and post a "Restroom Closed" sign while leaving the door ajar or open.

2) Toilet bowl and urinals

Using the toilet bowl brush, leave the least amount of water in the bowl by pushing the water back into the toilet bowl drain. Apply toilet bowl cleaner to toilets and urinals. Follow the instructions on the container. Spray the toilets both inside and out (including both sides of the toilet seat) with a germicidal detergent solution. Let the cleaner stand while the balance of the restroom is being cleaned.

3) High dust

Remove all dust webs with a quality duster. Clean the wall vents, tops of doors and partitions with wipers dampened with disinfectant solution.

4) Replenish supplies

Refill all hand soap, hand towels, toilet tissue, paper cup and sanitary dispensers. Check any deodorizer dispensers and refill as required. Check the working condition of all dispensers.

5) Clean light fixtures and mirrors

Wipe off the light fixtures and mirrors with glass cleaner and clean wipers. Move around the restroom until all are cleaned.

6) Clean wash basins and counters

Using a creme cleanser, mild acid cleaner or germicidal solution, (depending on soil levels) clean the interior surfaces of all wash basins. Exterior surfaces faucets and piping under basins should also be cleaned daily. Wipe chrome dry with a soft cloth or wiper. Washbasin should be disinfected during each cleaning operation. Do not use powerful acid toilet bowl and urinal cleaners in washbasins. Washbasins are made of baked enamel that will be removed by strong acids or scrubbing with harsh abrasives. Use strong acid cleaners only on vitreous china toilets and urinals. 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. Wipe down all counter areas with a germicidal solution.

7) Spot clean walls and partitions

Dampen a cloth with a germicidal solution or spray germicidal cleaner directly to the surface. Wipe off shelves, dispensers, receptacles, doors and partitions.

8) Clean inside of toilets and urinals

Clean toilet bowls and urinals thoroughly with toilet bowl brush or swab and disinfectant cleaner or proper acid cleaner. Check toilets and urinals with a flashlight and mirror for stains and encrustation's that are under the rim. Do not damage the smooth surface of vitreous china toilets and urinals by heavy scrubbing with abrasive materials. Flush, agitate with the brush or bowl swab. Flush again.

9) Clean exterior of toilets and urinals

Moving down the line, clean from top to bottom with germicidal solution mixed at proper dilution. Disinfect all surfaces, pipes and valves.

10) Pick up waste from floors

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

11) Clean waste receptacles

Empty and remove trashcans and sanitary napkin receptacle liners. Wipe the interior and exteriors with a germicidal solution. Replace liners.

12) Clean floor of all obstructions

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

13) Mop floors

Apply properly measured germicidal solution and hot water around the toilets and urinals. Begin at the far end of the restroom, wet floor or spray with portable pressure sprayer. Allow wet disinfectant solution to work for up to ten minutes (during the waiting period move equipment and supplies to other areas). Wring out the mop and pick up the excess solution. Scrub with a deck brush if heavy, visible soils are present.

14) When floor has dried

Replace all of the waste receptacles. Remove the "Restroom Closed" sign. Wash hands and arms carefully, to avoid cross contamination. Rinse and wipe down the sink.

15) Cleanup

Immediately clean up equipment at the conclusion of the procedure. All buckets and wringers must be thoroughly washed, rinsed and allowed to dry. All mops must be thoroughly washed and hung to dry, away from walls. All other equipment is either washed or wiped down and stored in the proper location.