Restroom Cleaning procedures

# **Step by step guidance**

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| Date:  Tasks | | Completed by (initials) | |
| 1. Go through and pick up all discarded trash, out of place items, forgotten clientele property, or any other item that does not belong to the restrooms. | |  | |
| * 1. All amenities placed in the correct locations. | |  | |
| * 1. Lost items returned to the front desk to be added to lost-found receptacles. | |  | |
| * 1. Items of value should be turned over to base security. | |  | |
| 1. Sweep the entire floor surface area for dirt, debris, mud, and dust. | |  | |
| * 1. Begin sweeping from the farthest point from the main entrance. | |  | |
| * 1. Start cleaning from the corners and the baseboards, sweeping the dirt towards the center of the room. | |  | |
| * 1. Finish sweeping at the main entrance. | |  | |
| * 1. Pick up refuse and dispose of it in the trash container. | |  | |
| 1. Check all soap supplies and refill/replace where necessary. | |  | |
| * 1. All hand soap dispensers by hand washing sinks are filled. | |  | |
| * 1. Clean the exterior of the soap dispensers with a damp cloth and a disinfectant solution. | |  | |
| 1. Check all paper stocks and replenish supplies. | |  | |
| * 1. Replenish hand drying towels. | |  | |
| * 1. Damp wipe the outside of the towel dispenser or the hand dryer with a disinfectant solution and allow it to air dry. | |  | |
| * 1. Replenish toilet paper. | |  | |
| * 1. Damp wipe the outside of the toilet paper dispenser with a disinfectant solution and allow it to air dry. | |  | |
| 1. Clean all mirrors and glass surfaces. | |  | |
| * 1. Spray appropriate chemical solution (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) evenly on the mirror. | |  | |
| * 1. Use paper towels to wipe mirrors from top to bottom. | |  | |
| * 1. Make sure mirrors by the hand sinks are clean with no streaks or water spots. | |  | |
| * 1. Make sure glass surfaces near showers are clean with no streaks or water spots. | |  | |
| 1. Clean all toilet bowls and urinals. | |  | |
| * 1. Put on protective gloves and other personal protection gear such as goggles and masks as indicated by the manufacturer’s guidelines. | |  | |

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| * 1. Flush the toilet. If the flush is not working properly then inform the maintenance staff (MWR or NAVFAC) and the supervisor to create a work chit. | |  | |
| * 1. Spread appropriate chemical solution (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) in a circular motion into the bowls and urinals. Leave the solution on the toilet for 5 minutes to maximize the cleanliness. | |  | |
| * 1. Apply cleaning solution (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) on the walls beside and behind the toilet and under the vanity. | |  | |
| * 1. Wipe outside of the toilet and the walls around the toilet with a damp sponge.      1. This sponge is only used for toilet cleaning. Mark this sponge with a special tag or color coding. | |  | |
| * 1. Use a toilet bowl brush to scrub inside of the toilet. | |  | |
| * 1. Clean under the rim and the seats. | |  | |
| * 1. Clean the top of the rim, in and around the hinges, and the bottom of the seat cover. | |  | |
| * 1. Flush the toilet. | |  | |
| * 1. Rinse the brush in the toilet once the cleaning is done. Flush again, if needed. | |  | |
| * 1. Dry toilet seats, using clean paper towel of dry cloth removing all marks, if necessary. | |  | |
| 1. Clean sinks. | |  | |
| * 1. Be sure to get the area under the rim of the sink. Use scouring pads and not rags, towels, sponges or brushes. | |  | |
| * 1. Clean the faucets and handles using scouring pads. | |  | |
| * 1. Wipe the faucets and handles so that they are clean with no water spots. | |  | |
| 1. Mop floors with clean water and disinfectant. **Place wet floor signs where it is visible** from all entry points. | |  | |
| * 1. Prepare the cleaning solution based on the manufacturer’s recommendation or facility protocol. (e.g., 8 oz. of general detergent for 1 bucket [approx. 36 quarts]) | |  | |
| * 1. In this facility, add \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of detergent solution in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of water. | |  | |
| * 1. Replenish and change mopping solution as needed to ensure floor cleanliness. | |  | |
| 1. Empty trash bins and wash the interior, if needed, prior to putting a new trash bag in. | |  | |

## **Notes**

* Use safety gloves, goggles, masks, or ear plugs, if needed or suggested by safe use of each chemical.
* This process is designed to be completed at once and not in parts throughout the day. Do not leave this job to attend to another task until this one is entirely finished.
* This job requires ( ) person(s) and should take ( ) hour to perform, per restroom.
* Always make sure that all bowls and urinals are stain free, fresh smelling, and with clear water in the bowl.