



## RESTROOM CLEANING

**Don't allow your restroom to become the source of complaints.**

**Adhere to the following guidelines to insure a cleaner, healthier restroom environment.**

1. *Get ready to clean.* This includes making a list of duties, making certain the supply closet is clean & having the proper supplies & equipment on hand.
2. *Disinfect toilets, sinks & surfaces.* Make sure you are wearing the proper safety items such as gloves, protective eye-wear, etc. Spray all fixtures with the correct chemicals to allow time to "dwell." Wipe clean.
3. *Restock expendable supplies.* Always make sure you fill the dispenser with the correct size paper or soap product. Be sure to secure the dispenser after it has been filled.
4. *Empty, clean & re-line waste receptacles.* Make sure all litter is picked up prior to emptying the receptacles. Use the correct size liners and taper the excess liner by tying on one corner.
5. *Perform high dusting.*
6. *Sweep or dust mop floors.* Depending on the floor surface you will either sweep or dust mop the floor.
7. *Clean sink & counters.* Remove all debris from counters. Start at the backsplash of the counter and work towards the drain. Be sure to dry all surfaces.
8. *Clean mirrors.* Start in one corner and work from right to left. Use circular cleaning motions for best results. Inspect for streaks and smudges.
9. *Spot clean walls, partitions, bright work.* Using the proper chemicals spot clean all vertical surfaces starting at the bottom & working your way up. Clean all bright work.
10. *Clean commodes.* Using appropriate germicide, clean seat cover (top & bottom), lift seat cover & clean underside and top of toilet, under side & bowl rim, handle & exposed plumbing. Flush toilet & leave the seat up to indicate you have cleaned commode.
11. *Place wet floor sign out & wet mop.* Mop all areas including underneath commodes & urinals. Do not splash solution on baseboards or walls. Wipe clean any splashes so they do not leave stains.
12. *Remove caution sign & inspect work.* Make sure all dispensers are full, mirrors are streak free, all fixtures are cleaned, etc.

### Checklist of Restroom Supplies

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|---|---|--|
| <input type="checkbox"/> Air Freshener          | <input type="checkbox"/> Disinfectant                       | <input type="checkbox"/> Soap Dispensers           |
| <input type="checkbox"/> Bowl Cleaner           | <input type="checkbox"/> Drain Opener                       | <input type="checkbox"/> Stainless Steel Cleaner   |
| <input type="checkbox"/> Bowl Inspection Mirror | <input type="checkbox"/> Facial Tissue                      | <input type="checkbox"/> Toilet Disinfectant       |
| <input type="checkbox"/> Bowl Swab              | <input type="checkbox"/> Glass Cleaner                      | <input type="checkbox"/> Toilet Seat Cover Refills |
| <input type="checkbox"/> Ceramic Tile Cleaner   | <input type="checkbox"/> Hand Cleaner                       | <input type="checkbox"/> Toilet Tissue             |
| <input type="checkbox"/> Chrome Cleaner         | <input type="checkbox"/> Paper Towel                        | <input type="checkbox"/> Spray Bottles             |
| <input type="checkbox"/> Cleanser               | <input type="checkbox"/> Plunger                            | <input type="checkbox"/> Urinal Blocks             |
| <input type="checkbox"/> Deodorant Block        | <input type="checkbox"/> Porcelain Cleaner                  | <input type="checkbox"/> Urinal Screens            |
|   | <input type="checkbox"/> Sanitary Disposal Bags             | <input type="checkbox"/> Wall Urn Refill           |
|   | <input type="checkbox"/> Sanitary Napkins                   | <input type="checkbox"/> Trash Liners              |
|   | <input type="checkbox"/> Soap (hand), Bar, Liquid or Powder |  |