Restroom Cleaning Procedure

**Equipment needed:**

1. Bathroom Mopping & Toilet Cleaning Kit
2. Color Coded Rags, Mops, & Buckets
3. Upright Brooms & Dust Pans
4. Caution, Safety & Wet Floor Signs
5. Disinfectant Sprays
6. Drain Maintenance Chemicals
7. Garbage Bags
8. Glass Cleaners
9. Handheld Scrubbing Pads
10. Janitorial Carts
11. Hand Soaps
12. Latex Gloves
13. Metermist Aerosol Deodorizers & Dispensers
14. Mop Bucket and Wringers
15. Restroom Surface Cleansers
16. Toilet Bowl Cleaners
17. Urinal Blocks/Screens

**Daily Procedures:**

1. Visually check the appearance of the restroom. Pick up any debris on the floor, around the sink or toilet/urinal areas.
2. Check garbage cans and recycling bins. If they are full or nearly full, remove the trash can liner and replace with a new one.
3. Check soap, toilet paper, and paper towel dispensers to make sure they are properly stocked.

**Weekly Procedures:**

1. Clean and scrub all interior surfaces of toilets/urinals with a toilet bowl cleaner. Wipe down all exterior surfaces, including toilet seats, with a disinfectant. Follow our disinfecting toilet & urinal procedures for complete instructions on how to disinfect these surfaces.
2. Wipe down and disinfect all surfaces, including door handles, light switches, countertops, partitions and dispensers.
3. Clean all mirrors with a glass cleaner to remove any fingerprints and marks.
4. Use a germicidal surface cleanser to wipe down the sinks and faucets and handles.
5. Dust mop, sweep and wet mop the floors, taking care to keep the mops, mop buckets, and solutions used as bathroom only items. Avoid cross-contamination with other areas of the facility at all costs.

**Prepping the Restroom:**

1. Gather all your necessary cleaning supplies and place them on your janitorial cart.
2. Place your rest rooms closed sign, or a hanging closed for cleaning sign in the entranceway or block it with your janitorial cart.
3. Prop the door open, so any potential user can see that the restroom is currently being cleaned.
4. Put on a pair of protective gloves and safety glasses.
5. Remove any objects that may be stored around the toilet.

**Cleaning the Toilet:**

1. With the toilet seat down, flush the toilet.
2. Use a pail filled with water and dump the water into the toilet. This will cause the toilet to flush and will not refill to the normal water level.
3. With the water level lowered, take your bowl cleaner and squirt under the lip of the rim of the toilet.
4. Let the bowl cleaner sit on the bowl while you clean the exterior of the toilet. Use a disinfectant cleaner to wipe down the exterior of the toilet. Disinfecting wipes, disposable rags or paper towels are best for wiping down the toilet. (DO NOT USE A SPONGE).
5. Start at the top and work your way down towards the floor, including thoroughly cleaning/disinfecting the toilet seat.
6. Use your bowl brush to thoroughly scrub the interior of the toilet, including under the flushing rim and the disposal chute.
7. Flush toilet.

**Cleaning the Urinal**

1. Flush urinal to rinse down interior surfaces.
2. Remove any urinal screens or blocks, and other foreign materials.
3. Use the same bowl cleaner and squirt a solid stream along the top of the inside flushing edge of the urinal.
4. Allow the solution to run down the inside surface of the urinal as you wipe down the exterior surfaces with a disinfecting wipe or a disinfectant cleaner and disposable rag or paper towel.
5. Make sure to wipe down pipes and flushing handle as well.
6. Scrub the interior surface of the urinal with your bowl brush, taking care to thoroughly scrub all surfaces.
7. Flush urinal.
8. Place new urinal screen or block into the bottom of the urinal.

**Clean Up**

1. Make sure to clean up and wipe clean all external surfaces, including walls and baseboards, that may have caught any overspray.
2. Properly dispose of all disinfecting wipes, rags or paper towels.
3. Rinse out bowl brush and pail.
4. Take off your protective gloves and dispose of them.
5. Remove safety glasses and clean.
6. Wash hands thoroughly and then sanitize.