

DAILY RESTROOM CLEANING

Tools Needed

- “Wet Floor” and “Out of Service” Signs
- Cleaning Cloths and Paper Towels
- Putty Knife
- Broom and Dust Pan
- Toilet Brush
- Swiffer Sweeper and Swiffer Cloths
- Mop and Bucket

Products Needed

Mr. Clean
Toilet Bowl
Cleaner /
Restroom
Disinfectant

Spic and Span
Disinfecting
All-Purpose
Spray and Glass
Cleaner® (3-in-1)

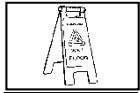
Swiffer®
Sweeper
& Dusting
Cloths



FREQUENCY OF CLEANING: This is determined by restroom conditions. These steps should be taken throughout the day as needed and every evening.

PREPARATION FOR THIS TASK: Collect all tools, equipment and products required. Review MSDS, product labels and caution statements. Choose appropriate safety equipment.

SPECIAL DIRECTIONS FOR THIS TASK: Wear disposable gloves to help minimize contact with germs in the restroom facility.



STEP 1 – Close / Inspect

- Close Restroom to pedestrian traffic.
- Put out “wet floor” sign.
- Put on disposable gloves.
- Check operation of lights and fans for malfunction.



STEP 2 – Trash / Refill

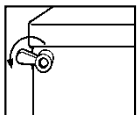
- Check and refill dispensers; soap, toilet tissue, paper towels, toilet seat cover etc.
- Discard trash in appropriate location making sure that any liquid does not drip onto floor and cause a possible wet floor hazard.
- Spray dispensers with Spic & Span 3-1.
- Wipe dry with clean cloth or paper towel.



NOTE: Use extra caution when handling trash as it may contain broken glass, liquids or waste from sanitary napkins or diapers.

STEP 3 – Toilets / Urinals

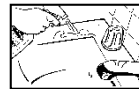
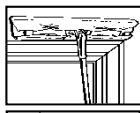
- Remove urinal screens and block.
- Flush toilets and urinals.
- Force water over traps with swab to remove water from bowls and urinals.
- Apply toilet bowl cleaner to exposed surfaces, including under the rim.
- Brush thoroughly over exposed surfaces.



NOTE: Let stand for 10 minutes to kill germs and odors. Proceed to next step to give disinfectant cleaner time to work.

STEP 4 – Dust / Sweep

- Attach Swiffer cloth to Swiffer sweeper.
- Remove dust and cobwebs from top of walls, doorways, stall partitions, lights, fans and other hard to reach areas.
- Use putty knife to remove gum from floors, stall partitions and other surfaces.
- Sweep entire floor surface to be cleaned with a broom.



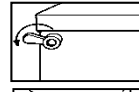
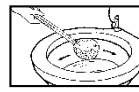
STEP 5 – Spray & Wipe

- Spray Spic & Span 3-1 onto sinks, counter tops and fixtures. Wipe with a clean cloth or paper towel.
- Spray Spic & Span 3-1 onto mirrors and glass. Wipe with clean cloth or paper towel. Do not buff dry.
- Spray Spic & Span 3-in-1 directly on walls, stall partitions, light switches, doors and door knobs. Wipe with clean cloth or paper towel.



STEP 6 – Toilets / Urinals

- Brush interior surface of toilets and urinals including under the rim.
- Flush toilets and urinals.
- Spray Spic & Span 3-1 onto exterior surfaces of toilets and urinals.
- Wipe with paper towel and discard.



STEP 7 – Damp Mop

- To clean floors, follow the Damp Mop Procedure. To clean and disinfect floors, follow the Disinfecting Damp Mop Procedure.
- Remove and discard disposable gloves.
- Wash hands before returning to service area.



NOTE: Remove wet floor sign only when surface is thoroughly dry.