

Public Rest Rooms - Daily Maintenance

PURPOSE:

To provide clean, hygienic and attractive surroundings.

REQUIRED SUPPLIES & EQUIPMENT:

- Supply of clean cloths
- Toilet tissue
- Hand pads
- Paper towels
- Mop bucket & wringer
- Toilet bowl brush/bowl swab
- Disposable gloves
- Hand soap
- Spray disinfectant
- Duster
- Spray deodorant
- Door stop
- Garbage bags
- Cream cleanser
- Putty knife
- Toilet bowl cleaner
- Window cleaner
- "Closed for Cleaning" sign
- Long handle dustpan & toy corn broom
- Approved germicidal detergent solution
- Wet mop handle and looped-end banded mop



PROCEDURE #11:

- Prepare area – Knock on door. Open slightly and announce your intention to enter. If occupied wait. When empty, open door, "stop" door and post "Closed for Cleaning" sign.
- Toilet bowls and urinals – Put toilet bowl cleaner into toilets and urinals. Follow instructions printed on container. Let stand while balance of the restroom is being cleaned.
- High dust – Remove all dust webs with a duster. Clean wall vents, tops of doors and partitions.
- Replenish supplies – Hand soap, towels, tissue and sanitary napkins. Replace/refill deodorizers. Check working condition of all dispensers.
- Pick up waste from floor – Use dustpan and broom and pick up paper and trash from floor. Use putty knife to remove gum.

- F** Clean light fixtures and mirrors – Dampen a cloth with glass cleaner. Wipe off light fixtures and mirrors. Move around room until all are cleaned.
- G** Clean waste receptacles – Remove garbage bag and replace and, after wiping interiors with a germicidal solution, replace liners.
- H** Dust mop floor – Follow Procedure #1.
- I** Clean wash basins – Using either a cream cleanser or germicidal solution, depending on soil levels, clean interior surfaces, exterior surfaces, faucets and piping under basins. Wipe dry. Check faucets for dripping and ease of operation, check drain flow.
- J** Spot-clean walls and partitions – Dampen a cloth with a germicidal solution. Wipe off shelves, dispensers, receptacles, doors and partitions.
- K** Clean inside of toilets and urinals – Clean bowl vigorously with toilet bowl brush or swab. Check with mirror for stains and encrustations. Scrub as required. Flush, agitate with brush. Flush again.
- L** Clean exterior of toilets and urinals – Moving down the line, clean from top to bottom with germicidal solution. Include all surfaces, pipes and valves.
- M** Clear floor of all obstructions – Remove all supplies and equipment. Put waste receptacles out of the way.
- N** Mop floor – Apply germicidal solution around the toilets and urinals. Beginning at far end of room, damp mop. Follow Procedure #3. When floor around toilets and/or urinals is reached, wash floor thoroughly, wring out mop often. Scrub with deck brush if necessary.
- O** When floor has dried – Replace waste receptacle. Remove “Closed for Cleaning” signs. Wash hands and arms.