

# Standard Operating Procedure

## Restroom Cleaning

Issued on: [DATE]

Issued by: [NAME]

Version No: [NUMBER]

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<b>Objective:</b>	To control risk of unsanitary restroom conditions and maintain a clean and hygienic environment within the facility.
<b>Personnel Scope:</b>	All staff
<b>Frequency:</b>	Bi-weekly or more frequently as needed
<b>Materials:</b>	<p><i>Restroom Cleaning Log, Restroom Inspection Log, pens</i></p> <p>Potable water *, broom, mop, bucket, scrub brush, paper towels, toilet paper, toilet bowl cleaner, sponges, trash bags, cleaning product(s) such as soap and sanitizer, spray bottles, gallon bucket, signage, personal protective equipment (PPE) such as gloves, apron and eye protection.</p> <p>All restroom cleaning equipment should be designated for this use only. Avoid cross-contamination with other areas of the facility. Cleaning chemicals are stored in properly labeled, spill-proof containers.</p>
<b>Procedures:</b>	<ol style="list-style-type: none"><li>1. Begin by properly washing hands according to <i>Handwashing SOP</i>.</li><li>2. Check soap, toilet paper and paper towel dispensers to make sure they are properly stocked.</li><li>3. Empty trash and recycling bins.</li><li>4. Sweep floor and dispose of debris in appropriate trash receptacle.</li><li>5. Place visible signage to warn of wet floor and surfaces.</li><li>6. Clean and scrub all interior surfaces of toilet(s)/urinal(s) with a toilet bowl cleaner. Wipe down all exterior surfaces, including toilet seats.</li><li>7. Clean and scrub the interior of sink(s) with a scrub brush and soap. Scrub faucets and wipe down counter surfaces.</li><li>8. Rinse sink(s) with clean water to remove all soap residue from the previous step.</li><li>9. Follow SOP on how to prepare a chlorine sanitizing solution, or if using a purchased sanitizer product, carefully follow written label instructions.</li><li>10. Wear gloves, eye protection, and a rubber apron while mixing sanitizing solution.</li><li>11. Using a spray bottle, apply the sanitizing solution to all surfaces including sinks, faucets, door handles, light switches, countertops, partitions and dispensers. Wipe up any excess.</li><li>12. Apply a fine mist of sanitizing solution to the surface of the toilet.</li><li>13. Clean all mirrors with a glass cleaner to remove any fingerprints and marks.</li><li>14. Rinse out, clean and store mops and buckets that were used.</li><li>15. Unused sanitizing solution can be diluted with water and disposed of safely in the sink or toilet.</li></ol>
<b>Monitoring:</b>	<ol style="list-style-type: none"><li>1. Staff who carry out restroom cleaning will record the date and initial the <i>Restroom Cleaning Log</i>.</li></ol>

	<ol style="list-style-type: none"> <li>2. Warehouse Manager will visually inspect restroom(s) for cleanliness and compliance with above procedures twice daily, at 8 AM and at 4 PM. Inspection will be recorded, with date and initial, on the <i>Restroom Inspection Log</i>.</li> <li>3. If restroom needs attention, staff person will be assigned to clean it according to procedures above. It is acceptable to perform only those procedures necessary to restore restroom to an acceptable condition.</li> <li>4. Any staff person who observes issues with restroom cleanliness is instructed to report these to the Warehouse Manager.</li> </ol>
<b>Corrective Action:</b>	<ol style="list-style-type: none"> <li>1. General Manager will determine if retraining is required in regards to restroom cleanliness procedures.</li> <li>2. Retraining will be documented on the <i>Employee Training Log</i> and initiated by impacted staff.</li> </ol>
<b>Verification:</b>	<ol style="list-style-type: none"> <li>1. On a weekly basis, General Manager will review and initial  <i>Restroom Cleaning Log</i>  <i>Restroom Inspection Log</i></li> <li>2. If corrective actions occur, supervisor will review the corrective action steps within 7 days and revise as needed.</li> </ol>
<b>Record-keeping:</b>	Hard copies of logs will be stored in the office filing cabinet.

\* Potable water is defined as meeting the standards for drinking purposes of the State or local authority having jurisdiction, or meeting the standards prescribed by the U.S. Environmental Protection Agency's National Primary Drinking Water Regulations (40 CFR 141).

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