

Restroom Deep Cleaning Process © 2010 National Pro Clean Corp.

1. Preparation

Consult restroom cleaning task list. Restroom cleaning procedures should specify the daily and periodic restroom cleaning tasks, recommended work methods (including equipment, tools, and chemicals), the desired appearance end result (quality assurance standard), and all safety precautions.

Plan your work. Always follow an orderly pattern of movement, such as clockwise or counter-clockwise around the room. Clean from high to low. Work towards the doorway and do the dry work before the wet work. Clean objects that can be cleaned with the same products at the same time. Plan your steps so the cleaning solutions will have time to work and the disinfectants have proper time to kill the bacteria (normally 10 minutes).

Ensure all required supplies and equipment are available. This might include: caution sign, bowl swab, caddy type holder, safe bowl cleaner, glass cleaner, EPA registered disinfectant cleaner or virucidal agent (as determined by management), graffiti cleaner, clean microfiber drying towels, white scouring pad, rubber or disposable gloves, trash liners, bags for sanitary napkins, hand soap, paper goods, urinal pads or deodorant blocks, dust wand or towel (or brush adaptor for a backpack vacuum), porcelain cleaner for stained sinks and broom with dust pan, or a dust mop. Also, you may need a notepad and pen for maintenance notes.

Use protective gloves and eye protection. Recommended equipment includes the Spray-A-Tizer, wet vacuum if preferred or a foam type floor squeegee and wet mop and bucket to mop around edges or behind toilets. Read and follow all instructions on the products you are using. Review MSDS, product labels and caution statements. Make sure adequate supplies are taken to the cleaning area to avoid backtracking to the supply closet.

2. Warning signs

Knock on the restroom door (unless it your gender) and loudly identify yourself as “janitor” or “housekeeping”. If restroom is occupied, wait until it is empty. Then, place wet floor signs or “Restroom Closed” sign in the doorway or use a janitor cart to block the public from entering. Or, Position the cart near the door, prop open the door with a doorstop and set-up your “WET FLOOR” sign in front of the restroom doorway. Remove signs only after the floor dries. Turn on air vents or open windows to provide extra ventilation as approved by supervision.

3. Dusting

Follow prescribed dusting schedule. Use dust wand, wiper cloths or backpack vacuum to dust high vents, lights, fans, tops of doors and ledges. Work from high to low. Check all walls for removal of cobwebs.

4. Sweep debris

Using a small broom and dust pan or a dust mop, sweep the entire floor starting in the back. Make sure corners and behind toilets are well swept. Place debris into a trash receptacle. Do not use the dust mop or broom on any other floor areas except rest rooms. Use a putty knife to remove any chewing gum or tar, etc.

5. Spray out all contact surfaces

Spray toilet, stall door handles, urinal, sinks and hand contact surfaces with disinfectant cleaner in Spray-A-Tizer and allow approximately 10 minutes dwell time for the disinfectant to destroy all harmful bacteria. Follow disinfectant label instructions. Make sure all soiled areas are adequately cleaned with the Spray-A-Tizer. Remove graffiti writing immediately in order to discourage further marking. In older buildings, it may be necessary to paint the stalls frequently to maintain the desired level of appearance. After a 10 minute contact time, turn the Spray-A-Tizer dial to the rinse position and rinse all required areas.

6. Replace all consumable goods

Replace toilet tissue, seat covers, feminine products, towels, deodorizer, urinal pads, deodorant blocks and hand soap, if required. If product dispensers are not waterproof, spray and wipe them with disinfectant cleaner using a clean cloth or paper towel and change it or rotate the towel for each fixture.

7. Empty all trash

Remove trash and replace receptacle liners if required or replace when torn or soiled. Metal cans may be placed outside the restroom during the wet cleaning and returned when the floors are dry. Empty sanitary napkin containers and replace liners to comply with OSHA Bloodborne Pathogen Standards. Never use your hands to compact trash inside of any container. Wipe spills and markings with a disinfectant cloth or spray with Spray-A-Tizer and disinfectant.

8. Clean toilet bowls and urinals

Remove all urinal screens and deodorant blocks and any foreign matter that will not flush down the drain. Flush all toilets and urinals if they do not contain clean water and plunge clogged toilets as needed. On a required schedule or as needed (normally at least once a week) apply a safe bowl cleaner just under the rim and allow the chemical to run down the inside of the bowl. If the water line has a mineral build-up, use the bowl mop to push the water down the drain with about 10 short plunges until the bowl is empty. Re-apply bowl cleaner and work any hardened stains. Apply about one ounce of bowl cleaner to an acrylic bowl swab and in a swirl motion clean the inside flush rim and water line. The lower handle of the bowl swab (where it connects to the swab) can be used for additional agitation. Only use the bowl mop on the seat or lid if there are stains, otherwise use the Spray-A-Tizer for regular cleaning. For heavy bowl buildup, use a scouring pad or pumice stone.

When finished, flush the toilet while rinsing out the bowl swab. Repeat the cleaning process if necessary. Carefully shake out the bowl mop with four quick snaps while it is directly over the bowl and flush toilet again. Return acrylic bowl mop to carrying caddy or, clean the outside of the fixture as well and rinse with the Spray-A-Tizer. Leave the toilet seat up and wipe dry any desired surfaces such as seats, chrome and polished fixtures with a clean microfiber towel. Never reuse cleaning tools from the urinals or toilet bowls on any other surface.

9. Clean vents

On a determined schedule, or as needed, clean vents or light fixtures with dampened cloth and wipe dry.

10. Spray-A-Tizer

On a predetermined schedule spray out the entire rest room including all fixtures and walls as needed with the proper disinfectant cleaner in the Spray-A-Tizer bottle, Pay special attention to the outside of toilet bowls and urinals, behind toilets, all piping, under basins and partitions. For any dried soil, re-spray the area after a 10 minute soak time. Use a brush to scrub deposits and then rinse. Weekly, spray the disinfectant cleaner down the floor drain to destroy odors.

11. Clean sinks, counter tops, fixtures and mirrors

Using a Spray-A-Tizer, spray the sink, counter and mirror. Next, use a window squeegee to dry the glass and counters or a wet vacuum hand tool or use the wet vac to blow-dry the surfaces. Polish chrome and porcelain surfaces with a dry microfiber towel as desired. When required - spray with disinfectant cleaner in a spray bottle any glass, chrome, mirrors, light switches and electrical outlets (limit moisture on outlets). Wipe dry with clean microfiber towel. Do not use abrasive powder. It will scratch surfaces and remove the shine.

12. Spray disinfectant in a mist form on any desired surfaces to provide additional disinfection.

13. Clean floors

After cleaning the floors with the Spray-A-Tizer, squeegee water down the floor drain and then if desired, damp mop corners with a clean wet mop or flat mop. If using a mop bucket or flat mop with disinfectant cleaner, thoroughly mop the floor, keeping the mop head as clean as possible. If required, use a brush, heavy duty cleaner or floor machine to deep clean grouting. Wet vacuum all floor areas.

14. Provide a final check to ensure all required tasks were performed and the restroom is clean and sanitary. Restrooms and fixtures should be free of dirt, dust, bacteria, hardened soils and any type of hard water buildup or soap scum. Supplies should be well stocked. Surfaces, mirrors and metal surfaces should be clean and streak free.

15. Check fixtures for leakage, ease of use, and drain flow. Report to supervisor if any repair is required or burnt out light bulbs.

16. Clean up equipment and return to the custodial closet

Rinse off all soiled equipment including mops and allow to air dry. Restock cart for the next day and wash your hands.

Note: Procedures to clean an outbreak of Norovirus, H1N1 or MRSA. Individuals who clean up vomit or feces should:

A. Wear disposable gloves, disposable mask, eye shield and plastic disposable apron.
B. Use paper towels to soak up excess liquid and dispose of into a biohazard plastic bag.

C. Clean the area with a disinfectant cleaner or virucidal agent allowing proper contact time.

D. Dispose of apron, gloves, and cloths into a biohazard bag. E. Wash hands thoroughly.

E. Document the details and persons involved in the biohazard cleanup process. (Source DeKalb County Board of Health, Decatur, GA.)