Click the following link to watch an instructional video on Restroom Cleaning:  
<https://www.youtube.com/watch?v=MZsoQqMnPZI>

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| PPE Recommended: |
| * Disposable Gloves |
| * Yellow janitorial gloves; to disinfect after each cleaning |
| * Safety Glasses |
| * Slip resistant shoes |
| * Mask/Face Covering |

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| Supplies Recommended: | |
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| * Masks/Face Coverings | * High duster |
| * Gloves | * Extension duster |
| * Janitorial cart | * Garbage bags |
| * Microfiber cloth | * Broom |
| * Disinfectants | * Dustpan |
| * Cleansers | * Scratchpad |
| * Sponge | * Paper towels |
| * Soaps | * Mop |
| * Toilet paper | * Signs: |
| * Trash bag | * + Caution Wet Floor   + Restroom Closed |

**Entrance Procedures:**

1. Open Door Slightly- Announce Presence
2. If restroom not empty, place the restroom closed sign next to side door until the person exits the room
3. If restroom is empty, hold the door open with a door stopper and bring cart inside if able. Place restroom closed sign in the door.

**Pre-Cleaning Procedures:**

1. Start at the door and move around the room either right to left or left to right
2. Inspect room for broken items: spills, biohazards, or anything that should be taken care of or reported before cleaning

**Cleaning Procedures:**

1. Spray disinfectant directly on sink, urinals, and toilets and surrounding areas. Allow for recommended dwelling time for proper disinfection.
2. Stock and refill materials:
   1. Paper towels
   2. Soap dispensers
   3. Toilet paper
   4. Seat covers
   5. Sanitary product dispensers
3. Make sure battery-operated containers are properly working; refill batteries if needed.
4. Check sanitary boxes and replace with clean bags if needed. Bags should be disposed into regular trash on cart.
   1. Never reach inside a bag- use tools if necessary

**Dusting**

* Use high duster to clean vent covers.
* Spray microfiber cloth with disinfectant to dust horizontal ledges that are below 70” (ex. door handles). Use same cloth to spot clean trash cans, door handles, push and kick plates and underneath hand drying stations. Also spot clean walls and partitions.
* Use extension duster to clean baseboards in the entire room except under urinals and toilets. Also dust exposed pipes under sinks.

**Sweeping**

* Use angle broom
  1. Start behind door and sweep along the edges out from the corners, behind the toilets, and underneath trash containers; sweep debris to the middle of the room.
  2. Use dustpan to pick up debris and place in garbage on container.

**Sinks**

* Use yellow janitorial gloves and place over disposable gloves.
  1. Use a cleanser and sponge to scour the inside of the bowl.
  2. Rinse area and sponge.
  3. Wipe residue with paper towel.
  4. Spray microfiber cloth with disinfectant
  5. Clean handles and spout
  6. Wipe down counters and black splash

**Mirrors**

* Spray paper towels with cleaner
* Start at the top and go all the way around mirror
* Wipe side to side, overlapping to the bottom of mirror

**Urinals**

* Use yellow janitorial gloves over disposable gloves
  1. Flush urinals 2x to fully rinse
  2. Spray both sides of screens with disinfectant; place on paper towel on floor
  3. Apply cleanser to scratch pad and scour bowl of urinal
     1. Start underneath rim and scour back and forth and down into the drain hole
     2. Flush and rinse until cleanser is gone
  4. Replace screen back in urinal
  5. Spray microfiber cloth with disinfectant
     1. Clean flush handles and pipes
     2. Clean top, sides, and bottoms of urinal
     3. Clean walls behind urinal
     4. Clean partitions around urinal

**Toilets**

* Use yellow janitorial gloves over disposable gloves
  1. Flush toilets 3x to fully rinse
  2. Apply cleanser to scratch pad and scour inside of bowl when water is flushed at lowest point
     1. Start under rim and scrub down to the hole
     2. flush toilet as needed
  3. Spray microfiber cloth with disinfectant
     1. Wipe handrails
     2. Wipe flush rails and pipes
     3. Wash back wall behind and around the area
     4. Wash outside the toilet

**Remove Trash**

1. Tie top of trash liner; place in trash receptacle on cart
2. Replace liner, even if nothing is inside

**Inspect the Area**

* Inspect area in a circle
* Look for items that may have been missed

**Mop Floors**

* Use approved mopping system for restrooms only
  1. Start behind entry door
  2. Go around edges of floor first
  3. Mop entire area using a figure 8 pattern
     1. Start at the back of the room
     2. Walk backwards towards the entry door
     3. Keep mop in front of you to avoid walking on wet area

**Final Steps**

* Place Caution Wet Floor Sign in the middle of the doorway
* Correctly remove gloves
* Wash hands Thoroughly with soap and water
* Reopen restroom when floor is dry