

RESTROOM MAINTENANCE

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1. GENERAL . . . . .	1	2.01 The following is a list of tools and materials to be used in daily cleaning:
2. TOOLS AND MATERIAL (DAILY CLEANING) . . . . .	1	. Abrasive pad
SUGGESTED OPERATIONS SEQUENCE . .	2	. Mop
3. SAFETY . . . . .	3	. Bucket with wringer
4. CAUTIONS. . . . .	3	. Sponge
<u>1. GENERAL</u>		. Rubber gloves
1.01 This section describes the procedures and materials required to provide for a thorough cleaning of restrooms.		. Putty knife
		. Broom
1.02 This section replaces Section 770-130-200. Whenever this section is reissued, the reason for reissue will be listed in this paragraph.		. Dust pan and counter brush
		. Pail, 10- or 14-quart (2)
		. Hand mirror
1.03 The proper care and cleaning of restrooms is one of the most important jobs performed by building service personnel. It is important both for appearance and sanitation.		. Rubbish receptacle
		. Toilet brush or toilet swab
		. Door wedge
1.04 The procedures outlined in Sections 2, 3, and 4 are to be used as guidance to telephone employees in performing house service functions and to building supervisors who supervise the company house service employees or administer the house service contracts.		. Caution or Cleaning sign
		. Utility or disposable cloths and treated cloths
		. Scouring powder

- . Stick, 2 or 3 feet long
  - . Spray bottle
  - . Toilet tissue
  - . Paper towels
  - . Liquid toilet soap
  - . Liners, wastebasket
  - . Liners, sanitary napkin disposal cans
  - . Container to hold refuse from ashtrays
  - . Hard surface cleaner
  - . Liquid floor cleaner
  - . Measuring cup.
- (6) Place Cleaning or Caution sign.
  - (7) If needed, sweep floor.
  - (8) Clean and dust furniture window ledges, etc.
  - (9) Fill all dispensers.
  - (10) Empty ashtrays into an approved container, not in a rubbish receptacle, and wipe with a damp cloth.
  - (11) Empty wastebaskets into rubbish receptacle.
  - (12) Wipe inside and outside of wastebaskets with a damp cloth and replace liners if needed.
  - (13) Empty sanitary napkin disposal container and place a new liner.
  - (14) Clean toilet bowls and urinals.
  - (15) Clean wash bowls.
  - (16) Clean stall partitions, handles, dispensers, doors, mirrors, and metal trim.
  - (17) Mop the floor, including baseboards.
  - (18) Return wastebaskets, etc, to their proper locations.
  - (19) When all restrooms have been cleaned, return tools to their proper location.

SUGGESTED OPERATIONS SEQUENCE

2.02 The following sequence of operations is suggested for cleaning a restroom:

- (1) Assemble tools and materials; use a custodial cart if necessary.
- (2) Obtain sufficient supplies for replacement.
- (3) Mix cleaning solution; dilute properly.
- (4) Proceed to restroom and check for occupancy.
- (5) Open door and wedge it back.

(20) Replace or report any defects found, such as lights out, leaks, bad hinges, broken fixtures, etc.

(21) Dispose of collected rubbish.

(22) Wash and rinse cloths, sponges, pails, mops, brushes, etc, and store them properly.

### 3. SAFETY

3.01 Safety in cleaning operations is very important. The following items should be considered to ensure proper safety.

3.02 Do not wring a mop with the hands because pins or other sharp objects may cause injury.

3.03 Take precautions against possible slipping and falling on the floor being mopped or scrubbed.

3.04 Always place the Caution sign to let others know that the floor is being cleaned, and wedge the door open so that personnel will know that the restroom is being cleaned.

3.05 Wear rubber gloves when handling cleaning materials and solutions to prevent any possible skin irritations.

3.06 Do not loosen packed rubbish with bare hands. Use the 2- or 3-foot long stick to loosen packed paper towels and other rubbish in the waste containers. Pins, broken glass, or other sharp objects may have been discarded in the container.

### 4. CAUTIONS

4.01 Several cautions need to be taken in cleaning the toilet rooms. Some of these are listed below:

(1) Do not use scouring powder or abrasives on polished metal fixtures.

(2) When cleaning and flushing lines, dispensers and valves, the operations should be planned to avoid letting them dry. Dried soap deposits are much more difficult to remove.