

WASHROOM CLEANING PROCEDURES



STEPS	TASK	WHAT TO DO	WHEN								ITEMS USED	REMARK	SAFETY
1		Display safety signage before starting work and check for defects.	Mon	Tue	Wed	Thu	Fri	Sat	Sun		 Safety signage		
2		Refill toilet rolls and soap.	Mon	Tue	Wed	Thu	Fri	Sat	Sun		 Toilet rolls +  Soap	Wash and dry hands before starting to work	
3		Apply toilet cleaning chemical to toilet bowls and urinals. Allow cleaning chemical to take effect.	Mon	Tue	Wed	Thu	Fri	Sat	Sun		 Toilet bowl cleaner		 Wear gloves
4		Clean toilet bowls and urinals inside and outside including splash contaminated areas.	Mon	Tue	Wed	Thu	Fri	Sat	Sun		 Red cloth +  Toilet bowl cleaner +  Toilet brush	Only spray on the cloth - not on surfaces	 Wear gloves
5		Clean vanity top, mirrors, wash-hand basins, soap dispenser and hand dryer.	Mon	Tue	Wed	Thu	Fri	Sat	Sun		 Blue cloth +  Sanitizer +  Mirror cloth	Only spray on the cloth - not on surfaces	 Wear gloves
6		Empty the waste bin and sweep the floor.	Mon	Tue	Wed	Thu	Fri	Sat	Sun		 Change waste-bags and clean the dustbin	Keep the storage and trolley in order	 Don't touch inside the waste
7		Damp mop the floor.	Mon	Tue	Wed	Thu	Fri	Sat	Sun		 Mop wringer trolley +  Mop +  Mopping solution	 Service with a smile	 Display safety signage
8		Final inspection.	Mon	Tue	Wed	Thu	Fri	Sat	Sun			Update your work records	Remove safety signage when the floor is dry

CLEANER TO NOTE



Service with a smile

 Look

 Think

 Act

 Check



Inform your supervisor when you:

- have to leave the area
- are not able to finish the targets
- encounter health problems



No smoking, consuming of alcohol and drugs on the job