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
2.	TOOLS AND MATERIAL (DAILY CLEANING	G)	clear	ning:
		1		. Abrasive pad
	SUGGESTED OPERATIONS SEQUENCE	2		. Mop
3.	SAFETY	3		. Bucket with wringer
4.	CAUTIONS	3		. Sponge
1.	GENERAL			. Rubber gloves
1.01	This section describes the procedu and materials required to provide			. Putty knife
thorough cleaning of restrooms.			. Broom	
1.02	This section replaces Section 770-130-200. Whenever this section	on is		. Dust pan and counter brush
reissued, the reason for reissue will be listed in this paragraph.			. Pail, 10- or 14-quart (2)	
IISCE	u III LIIIS paragrapii.			. Hand mirror
	The proper care and cleaning of reis one of the most important jobs	per-		. Rubbish receptacle
formed by building service personnel. It is important both for appearance and				. Toilet brush or toilet swab
sanit	ation.			. Door wedge
1.04	The procedures outlined in Section	ns 2,		. Boot wedge
telen	3, and 4 are to be used as guidand hone employees in performing house	ce to		. Caution or Cleaning sign
service functions and to building supervisors				. Utility or disposable cloths and
who supervise the company house service employees or administer the house service				treated cloths
contracts.				. 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.

SUGGESTED OPERATIONS SEQUENCE

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

- (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.

- (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.