



SOP0018 – Cleaning Procedure – Toilet

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1						
2						
3						
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1. Scope

This procedure details the safe method of cleaning a toilet

2. Responsibilities

Responsible	Task
Cleaning Technician/Franchisee	Actual Operation
Site or Service Unit Team Leader	General Oversight of operation and job Audit
Operations Supervisors	Audit of operations of Site and Service unit team leaders and technicians
Branch/Area Manager	Audit of Control of operations and Division team leaders
General Manager and Operations Manager	Responsible for setting up and monitor safe procedure

3. Approved Equipment/Consumables/Personal Protective Equipment

Approved Consumables	Approved Equipment
Gloves	Toilet Brush
Toilet and Bathroom Cleaner	Colour coded Cloths
Disinfectant	

4. Procedure

1. With gloves take the bathroom and toilet cleaner bottle and squirt into the toilet bowl and up under the rim of the bowl
2. Leave to soak and proceed to emptying the bins (or another separate task)
3. With clean gloves on take the toilet brush and brush under the rim of the bowl, around the bowl and as far down into the bowl as possible
4. With a red cloth and Disinfectant, wipe the top of the toilet cistern and sides
5. Wipe over the toilet lid, lift the lid and wipe underside of lid
6. Wipe over seat, lift the seat and wipe around under the seat
7. Make sure to wipe the lip where the lid pivots and the pipe and pipe at the back of the cistern
8. Wipe clean the top of the toilet bowl and outside base of the toilet bowl including rear of toilet and tap at rear of toilet
9. Wipe around floor in immediate area of toilet where mop will not reach

Ensure all pipes and fittings in toilet area are wiped down



FORMS AND REGISTERS

Document number	Document Name
OR0037	Approved Consumables List