



## SOP0037 – Cleaning Procedure – Bathroom Cleaning

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1						
2						
3						
4						

## 1. Scope

This procedure details the safe method of cleaning a Bathroom

## 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
36L Garbage Bags	Color Coded Cloths
72L Garbage Bags	Trolley
Disinfectant	Pick up stick
Gloves	Labeled Spray Bottles with Mist Setting
Window Cleaner	Toilet Brush
Out of service tag	Watering Can
Toilet and Bathroom Cleaner	Dispenser keys
Green Scourer	Cleaning in Progress sign
Color coded mop heads	
Hand Towel	
Toilet Paper	
Hand Soap	

## 4. Procedure

1. Unlock door
2. Turn Off alarm
3. Turn on Lights
4. Before entering the bathroom area, knock firmly and loudly at the main entrance door
5. Follow by calling out in clear voice "it's the cleaner may I come in"
6. Listen for a response
7. Repeat steps 4-6
8. If there is no objection to you entering, slowly enter, calling out once to be certain. Ensure all person have left the area before proceeding to clean
9. Place the cleaning in progress sign in visible position prior to entering the area
10. Enter the bathroom and assess the surroundings
11. With gloves on remove any large rubbish that might be on the floor
12. Empty rubbish bin – SOP0008
13. Place all rubbish bins outside of area
14. Vacuum or sweep floor – SOP0012 & SOP0013

15. Clean Mirror and glass – SOP0015
16. Clean Door – SOP0016
17. Clean Walls – SOP0017
18. Remove cobwebs – SOP0010
19. Clean sink –SOP0022
20. Clean toilets – SOP0018
21. Clean Cubical – SOP0019
22. Clean Urinal – SOP0020
23. Wipe horizontal surfaces – SOP0009
24. Refill hand soap – SOP0039
25. Refill toilet paper – SOP0040
26. Refill hand towel – SOP0041
27. Mop floors – SOP00014
28. Turn lights off
29. Lock door
30. Set Alarm

## FORMS AND REGISTERS

Document number	Document Name
SOP0008	Cleaning Procedure – Handling Rubbish
SOP0009	Cleaning Procedure – Dusting and Wiping
SOP0017	Cleaning Procedure – Spot Clean Walls
SOP0015	Cleaning Procedure – Clean Windows and doors
SOP0012	Cleaning Procedure - Sweeping
SOP0013	Cleaning Procedure - Vacuuming
SOP0016	Cleaning Procedure - Doors
SOP0010	Cleaning Procedure – Cobwebbing
SOP0014	Cleaning Procedure – Mopping
SOP0022	Cleaning Procedure – Handbasin and Sinks
SOP0018	Cleaning Procedure - Toilet
SOP0019	Cleaning Procedure – Toilet Cubical
SOP0020	Cleaning Procedure - Urinal
SOP0039	Cleaning Procedure – Refill Hand Soap
SOP0040	Cleaning Procedure – Refill Toilet Paper
SOP0041	Cleaning Procedure – Refill Hand Towel