

SOP for Restroom Cleaning and Sanitation Processes

This SOP details the **restroom cleaning and sanitation processes**, covering daily cleaning routines, use of cleaning agents and disinfectants, proper waste disposal, maintenance of hygiene supplies, and adherence to health and safety standards. The objective is to ensure clean, hygienic restrooms that prevent the spread of germs and provide a safe and pleasant environment for all users.

1. Scope

This procedure applies to all personnel responsible for cleaning and maintaining restrooms within the facility.

2. Responsibilities

- Cleaning staff: Perform all tasks as outlined in this SOP.
- Supervisors: Ensure compliance, training, and adequate supplies.
- All staff/users: Report any restroom issues promptly.

3. Required Materials and Equipment

Item	Description
Personal Protective Equipment (PPE)	Gloves, masks, safety goggles, apron
Cleaning Agents	Detergent, approved disinfectants
Cleaning Supplies	Mops, brushes, scrubbing pads, wipes, buckets
Waste Disposal	Lined trash bins, disposable bags
Hygiene Supplies	Soap, paper towels, toilet tissue, air freshener
Signage	Wet floor signs

4. Procedure

- 1. Preparation**
 - Put on PPE before entering the restroom.
 - Display "Wet Floor" or "Cleaning in Progress" signs.
 - Gather all required cleaning materials and agents.
- 2. Initial Inspection**
 - Check for maintenance issues (leaks, damages).
 - Report any repairs needed before cleaning proceeds.
- 3. Daily Cleaning Routine**
 - a. Empty trash bins, replace liners, disinfect bin surfaces.
 - b. Clean and disinfect sinks, faucets, soap dispensers, and countertops.
 - c. Clean and disinfect toilets, urinals, flush handles, and surrounding areas.
 - d. Wipe and disinfect door handles, light switches, and partitions.
 - e. Clean mirrors with appropriate glass cleaner.
 - f. Sweep and mop floors using designated disinfectant solution.
- 4. Replenish Supplies**
 - Refill soap dispensers, paper towels, toilet tissue, and air fresheners as needed.
- 5. Final Steps**
 - Ensure all surfaces are dry and all supplies are restocked.
 - Remove signage only after floors are dry and restroom is safe for use.
 - Dispose of used PPE and cleaning materials according to waste guidelines.
 - Document completion of cleaning with date, time, and signature.

5. Health and Safety

- Always wear PPE when handling cleaning agents and waste.
- Use only approved disinfectants and follow manufacturer's instructions for dilution and contact time.
- Ensure proper ventilation while cleaning.

- Report and log any incidents or hazards encountered during cleaning.

6. Frequency

- Daily: Full cleaning as per procedure above.
- More frequently in high-traffic areas or as required by facility policy.
- Periodic deep cleaning as scheduled (weekly/monthly).

7. Documentation

- Maintain a cleaning log for each restroom, including date, time, and initials of the staff member responsible.
- Supervisors review logs regularly to ensure compliance.

8. References

- Facility Health and Safety Manual
- Manufacturer's instructions for cleaning and disinfecting products
- Facility Waste Disposal Guidelines