

SOP Template: Restroom Cleaning and Sanitization Process

This SOP details the **restroom cleaning and sanitization process**, covering the preparation of cleaning supplies, proper use of personal protective equipment, step-by-step cleaning procedures for toilets, sinks, mirrors, and floors, effective disinfecting techniques, waste disposal methods, ventilation requirements, and frequency of cleaning schedules. The goal is to maintain hygiene standards, prevent the spread of germs and infections, and ensure a safe and sanitary restroom environment for all users.

1. Purpose

To establish a systematic process for cleaning and sanitizing restrooms, ensuring safety, hygiene, and compliance with health regulations.

2. Scope

This SOP applies to all staff responsible for the cleaning and sanitization of restrooms within the facility.

3. Responsibilities

- Cleaning staff: Follow all procedures as outlined.
- Supervisors: Ensure compliance and provide necessary training.

4. Supplies & Equipment

- Disposable gloves and masks
- Safety goggles (as required)
- Disinfectant cleaners (approved for restroom use)
- All-purpose cleaner
- Toilet bowl cleaner and brush
- Glass cleaner
- Microfiber cloths, sponges, scrub brushes
- Mop, mop bucket, and floor cleaner
- Trash bags and waste receptacles
- "Wet Floor" signage

5. Personal Protective Equipment (PPE)

- Wear disposable gloves throughout the process.
- Use masks and goggles if using strong chemicals or as required by policy.
- Wash hands thoroughly after completing the task and disposing of PPE.

6. Procedure

1. Preparation

- Gather and prepare all necessary cleaning supplies and equipment.
- Place "Wet Floor" or "Cleaning in Progress" signs at restroom entrances.
- Ensure adequate ventilation (open windows/doors or use exhaust fans).

2. Initial Inspection

- Check for and report any maintenance issues (broken fixtures, leaks, etc.).
- Remove any large debris from surfaces and floors.

3. Toilet and Urinal Cleaning

- Apply toilet bowl cleaner inside bowls and urinals; let sit for manufacturer-recommended time.
- Scrub inside with a toilet brush; wipe down exterior and flush handles with disinfectant.
- Disinfect all contact surfaces (seat, flush handle, outer bowl).

4. Sinks and Countertops

- Spray all-purpose cleaner on sinks, faucets, and countertops.
- Scrub basins and wipe all surfaces.
- Disinfect faucet handles, soap dispensers, and hand dryer buttons.

5. Mirrors

- Clean with glass cleaner using a lint-free or microfiber cloth.

6. Floors

- Sweep floors to remove debris.
- Mop using appropriate floor cleaner and disinfectant, paying attention to corners and behind fixtures.

7. Waste Disposal

- Empty all waste bins and sanitary disposal units.
- Replace liners and disinfect bin exteriors.
- Dispose of trash and cleaning materials in accordance with facility protocols.

8. Final Steps

- Inspect all surfaces for missed spots or residue.
- Remove “Wet Floor” signage only when floor is completely dry.
- Restock paper products, hand soap, and other supplies.

7. Disinfecting Techniques

- Allow disinfectants to remain wet on surfaces for the contact time specified on the product label.
- Use fresh cloths for each area to prevent cross-contamination.
- Focus on high-touch points: door handles, faucet handles, flush levers, and switches.

8. Waste Disposal Methods

- Seal all trash bags securely before removal.
- Dispose of waste according to local health and safety regulations.
- Wash hands and change gloves after handling waste.

9. Ventilation Requirements

- Ensure adequate airflow by operating exhaust fans and opening windows if available.
- Keep ventilation systems clear of obstructions.

10. Cleaning Schedules

Area	Frequency
Toilets/Urinals	At least 2x daily and as needed
Sinks & Counters	At least 2x daily and as needed
Floors	Daily or more frequently if necessary
Mirrors	Daily
High-touch Surfaces	Every 2-4 hours during open hours
Waste Disposal	Daily or as bins fill up

11. Records & Reporting

- Use cleaning logs to record date, time, and initials after each cleaning session.
- Report maintenance issues promptly.

12. References

- Manufacturer's instructions for cleaning products and disinfectants.
- Facility policy on infection control and cleaning procedures.
- Local public health guidelines.