

# SOP: Restroom Cleaning Protocols and Frequency Checks

This SOP defines **restroom cleaning protocols and frequency checks** to maintain hygiene and cleanliness standards. It details the step-by-step cleaning procedures, required cleaning agents, sanitation methods, waste disposal, and equipment use. The SOP also establishes scheduled frequency checks to ensure consistent maintenance, prevent the spread of germs, and provide a safe and pleasant environment for all users. Responsibilities of cleaning staff and quality inspection routines are included to guarantee compliance and accountability.

## 1. Scope

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

## 2. Objectives

- Maintain clean, sanitary, and safe restroom environments.
- Prevent the spread of infectious agents and unpleasant odors.
- Ensure compliance with hygiene standards and regulations.
- Establish accountability through regular checks and documentation.

## 3. Required Cleaning Agents & Equipment

- Disinfectant cleaner
- All-purpose bathroom cleaner
- Glass/mirror cleaner
- Toilet bowl cleaner
- Toilet brushes, mops, and scrub pads
- Disposable gloves
- Microfiber cloths and paper towels
- Trash liners and bags
- Wet floor signs
- Broom and dustpan
- Personal protective equipment (PPE)

## 4. Step-by-Step Cleaning Procedure

1. Put on PPE and place wet floor signs at restroom entrances.
2. Empty trash bins, replace liners, and dispose of waste in designated collection areas.
3. Clean and disinfect all touchpoints: door handles, light switches, faucets, soap dispensers, and hand dryers.
4. Clean toilets & urinals:
  - Apply toilet bowl cleaner inside bowls/urinals and let sit.
  - Scrub with toilet brush, clean external surfaces with disinfectant.
  - Wipe flush handles and surrounding area with disinfectant.
5. Sinks and counters:
  - Clean and disinfect sinks and surrounding counters.
  - Refill soap and paper towel dispensers as needed.
6. Clean mirrors with glass cleaner.
7. Clean walls, partitions, and doors as needed, focusing on stains or visible dirt.
8. Sweep and mop floors with appropriate disinfectant solution.
9. Ensure all fixtures are dry and free of streaks.
10. Remove wet floor signs when floors are completely dry.
11. Report any damage, supply shortages, or maintenance issues to the supervisor.

## 5. Frequency Checks

Task	Frequency	Responsible
Restock supplies (soap, toilet paper, towels)	Every shift / as needed	Cleaning Staff
Surface wipe down (touchpoints)	Every 2 hours	Cleaning Staff

Task	Frequency	Responsible
Toilet and urinal cleaning	Every 4 hours / as needed	Cleaning Staff
Trash removal	Every shift / as needed	Cleaning Staff
Full restroom deep cleaning	Daily	Cleaning Staff
Inspection/Quality Check	Daily / Spot-check	Supervisor

## 6. Responsibilities

- **Cleaning Staff:** Perform all cleaning tasks according to schedule and procedure; report issues to supervisor; log completed tasks on cleaning checklist.
- **Supervisors:** Conduct and document regular inspections, verify compliance with SOP, provide feedback and retraining as necessary.

## 7. Documentation

- Complete cleaning checklists after each task.
- Submit completed checklists to supervisor at the end of each shift.
- Log inspection and quality check results.
- Maintain supply inventory records.

## 8. Quality Inspection Routine

- Random spot-checks by supervisor at least once per day.
- Use inspection checklist covering cleanliness, supply levels, and equipment condition.
- Immediate correction of deficiencies found during inspection.

## 9. Review & Revision

This SOP must be reviewed annually or upon significant process changes. Feedback from staff will be considered to improve protocols.

### Attachments

- Sample Cleaning Checklist (see appendix)
- Inspection Report Template