

Standard Operating Procedure (SOP)

Restroom Sanitation Standards and Procedures

This SOP details the **restroom sanitation standards and procedures**, encompassing daily cleaning schedules, use of appropriate disinfectants, proper waste disposal methods, maintenance of fixtures and supplies, monitoring of hygiene levels, and adherence to health and safety regulations. The goal is to maintain a clean, hygienic, and safe restroom environment for all users, preventing the spread of germs and ensuring compliance with sanitation standards.

1. Scope

This procedure applies to all restrooms maintained by the facility and is to be followed by all cleaning and maintenance staff.

2. Responsibilities

- **Cleaning Personnel:** Follow all procedures outlined below and report any issues.
- **Supervisors:** Ensure compliance, conduct inspections, and provide necessary training.

3. Required Materials

- Approved disinfectants and cleaning agents
- Personal protective equipment (PPE): gloves, masks, etc.
- Cleaning cloths, mops, buckets, brushes
- Waste bags and bins
- Paper towels, soap, toilet paper
- Signage (e.g., 'Wet Floor' signs)

4. Daily Cleaning Schedule

Time	Tasks
Opening (Before First Use)	<ul style="list-style-type: none">• Empty waste bins and replace liners• Refill soap, paper towels, and toilet paper• Sanitize all touchpoints (doors, handles, faucets, etc.)
Mid-Day	<ul style="list-style-type: none">• Quick inspection and spot cleaning as needed• Replenish supplies if necessary
Closing (End of Day)	<ul style="list-style-type: none">• Thorough cleaning and disinfection of all surfaces• Deep cleaning of fixtures, floors, toilets, and urinals• Final waste removal

5. Cleaning Procedures

1. Put on PPE before entering restroom.
 - Display appropriate signage outside the entrance.
2. Remove waste, replace liners, and clean bins.
3. Dust and wipe all high and low surfaces (mirrors, counters, ledges).
4. Clean and disinfect sinks, faucets, soap dispensers, and handles.
5. Clean and disinfect toilets and urinals (including bases and flush handles).
6. Mop floors with approved disinfectant solution; pay extra attention to corners and around fixtures.
7. Replenish all restroom supplies (soap, paper towels, toilet paper, feminine supplies as applicable).
8. Inspect for plumbing or fixture issues and report as needed.
9. Remove PPE and perform hand hygiene after cleaning is complete.

6. Monitoring and Documentation

- Complete a cleaning checklist each shift and submit to supervisor.
- Supervisors will perform weekly inspections to ensure compliance.

- Report and record maintenance or supply issues promptly.

7. Health & Safety

- Always use PPE.
- Properly store chemicals and equipment after use.
- Follow safe waste handling and disposal guidelines.
- Adhere to all relevant regulatory and sanitation standards (e.g., OSHA, local health codes).
- Ensure restroom is safe to enter before removing warning signage.

8. References

- Manufacturer instructions for cleaning chemicals and equipment
- OSHA and local health and safety regulations
- Internal cleaning checklists and reporting forms

9. Revision History

Version	Date	Description	Approved By
1.0	2024-06-15	Initial creation	Facilities Manager