

Standard Operating Procedure (SOP): Bathroom/Toilet Sanitization Protocols

This SOP details **bathroom/toilet sanitization protocols**, encompassing cleaning schedules, use of appropriate disinfectants, proper cleaning techniques for toilets, sinks, and surfaces, hygiene standards, waste disposal procedures, and regular inspection routines to ensure a hygienic and safe restroom environment for all users.

1. Objective

To outline proper procedures for cleaning and sanitizing bathroom/toilet facilities, preventing the spread of germs, and maintaining hygienic standards.

2. Scope

This SOP applies to all janitorial and maintenance staff responsible for the cleaning and upkeep of restroom facilities.

3. Cleaning Schedule

Activity	Frequency
Toilet and urinal cleaning/sanitization	At least 2x daily and as needed
Sink and faucet cleaning	2x daily and as needed
Floor and wall disinfection	Daily
Door handles and touchpoints	Multiple times daily
Mirror and fixtures cleaning	Daily
Waste bin emptying	2x daily or when 75% full
Full inspection	Daily

4. Equipment & Materials

- Disposable gloves and masks
- Appropriate disinfectant (e.g., EPA-approved)
- All-purpose cleaner
- Toilet bowl cleaner
- Scrub brushes, sponges, and microfiber cloths
- Floor mop and bucket
- Waste bags
- Warning signs ("Wet Floor")

5. Cleaning Procedures

- 1. Preparation:**
 - Put on appropriate PPE (gloves, masks).
 - Display "Cleaning in Progress" and "Wet Floor" signs.
- 2. Toilet and Urinal Cleaning:**
 - Apply toilet bowl cleaner; scrub with brush.
 - Flush and wipe down exterior surfaces with disinfectant.
 - Pay extra attention to flush handles.
- 3. Sinks, Faucets, and Countertops:**
 - Scrub sink basins with disinfectant cleaner.
 - Wipe faucets and handles thoroughly.
- 4. Floors and Walls:**
 - Mop floors with disinfectant solution; focus on corners.
 - Spot clean walls, especially around sinks and toilets.

5. **High-Touch Surfaces:**

- Disinfect door handles, light switches, dispensers, etc.

6. **Refilling Supplies:**

- Refill soap, paper towels, and toilet paper as required.

7. **Mirror Cleaning:**

- Use glass cleaner or appropriate solution on mirrors.

8. **Waste Disposal:**

- Collect waste, replace liners, and dispose of bags in designated bins.

9. **Final Inspection:**

- Ensure all areas are clean, dry, and stocked.
- Remove warning signs once the area is safe and ready for use.

6. Hygiene Standards

- Ensure all surfaces are free from visible dirt, stains, or debris.
- Use only approved disinfectants.
- No cross-contamination between areas; color-code tools if appropriate.
- All consumables (soap, paper towels) must be adequately stocked at all times.

7. Waste Disposal Procedures

1. Wear gloves when handling waste.
2. Close and seal full waste bags before removal.
3. Dispose of waste in designated collection points.
4. Sanitize hands and change gloves after waste disposal.

8. Inspection & Documentation

- Conduct daily checks to ensure all cleaning tasks have been completed.
- Record inspections in a logbook (indicate time, date, staff responsible, and any corrective actions required).
- Report maintenance issues (leaks, damages) to the appropriate department promptly.

9. Review & Training

- All staff should receive training on updated cleaning protocols and proper PPE use.
- This SOP should be reviewed at least annually or whenever significant procedural changes occur.