

SOP: Verifying Restroom Cleanliness and Supply Levels

This SOP details the process for **verifying restroom cleanliness and supply levels**, including routine inspection procedures, cleaning standards, restocking supplies such as soap, paper towels, and toilet paper, reporting maintenance issues, and ensuring a hygienic environment for all users. The goal is to maintain a clean, well-equipped restroom that meets health and safety standards.

1. Purpose

To ensure all restrooms are clean, hygienic, and appropriately stocked to meet health and safety requirements for all users.

2. Scope

This SOP applies to all staff responsible for facility cleanliness and maintenance.

3. Responsibilities

- **Custodial Staff:** Conduct inspection, cleaning, restocking, and reporting as outlined.
- **Supervisors:** Oversee adherence to this SOP and address any escalated issues.

4. Procedure

1. **Inspection Frequency**
 - Restrooms must be inspected at least **every 2 hours** during operational hours, or as required.
2. **Cleanliness Verification**
 - Check floors, sinks, mirrors, toilets, urinals, and stalls for cleanliness.
 - Remove any trash, debris, or spills immediately.
 - Ensure surfaces are free from stains, fingerprints, and water spots.
3. **Restocking Supplies**
 - Check levels of:
 - Hand soap
 - Paper towels
 - Toilet paper
 - Sanitary disposal bags (in female restrooms)
 - Restock as necessary, ensuring dispensers are not overfilled.
4. **Maintenance Inspection**
 - Check for any maintenance issues (e.g., leaks, broken fixtures, non-functioning dispensers, burned-out lights).
 - Report issues immediately using the provided facility maintenance form.
5. **Documentation**
 - Complete the restroom inspection checklist during each inspection (see sample below).
6. **Hand Hygiene**
 - Wash hands thoroughly before and after restroom inspection and cleaning tasks.

5. Cleaning Standards

- All surfaces must be disinfected using approved cleaning solutions.
- Waste bins should be emptied before reaching 75% capacity.
- Odor control measures must be in place.

6. Record Keeping

Maintain completed checklists for at least 30 days for audit or inspection purposes.

7. Sample Restroom Inspection Checklist

Item	Status (✓/✗)	Comments
Floors clean/no debris		

Toilets & urinals clean		
Sinks/mirrors clean		
Hand soap available		
Paper towels available		
Toilet paper available		
Sanitary bags (if applicable)		
Maintenance issues noted		
Odor control adequate		

8. References

- Local health and safety regulations
- Company facility management policy manual

9. Revision History

Date	Revision	Description	Prepared by
2024-06-XX	1.0	Initial SOP release	[Your Name]