

# Standard Operating Procedure (SOP)

## Restroom Inspection and Supply Restocking

This SOP details the **restroom inspection and supply restocking** process, including regular cleanliness checks, maintenance of fixtures, monitoring of supply levels, restocking of essential items such as toilet paper, hand soap, and paper towels, and ensuring the overall sanitation and functionality of restrooms. The goal is to provide a clean, well-maintained, and fully stocked restroom environment for all users, promoting hygiene and comfort.

### 1. Purpose

To ensure all restrooms remain clean, sanitary, and fully stocked, enhancing the comfort and hygiene of all users.

### 2. Scope

This procedure applies to all staff responsible for cleaning, maintaining, and restocking restrooms.

### 3. Responsibilities

- Janitorial staff: Perform inspections, cleaning, and restocking as outlined.
- Supervisors: Monitor compliance and address any deficiencies.

### 4. Frequency

- Restroom inspections and restocking should be conducted a minimum of **twice daily** or as needed based on usage levels.

### 5. Procedures

#### 1. Preparation

- Gather all necessary cleaning supplies and restocking items (toilet paper, hand soap, paper towels, sanitary disposables, gloves, disinfectant, cleaning cloths, trash liners).
- Wear appropriate personal protective equipment (PPE).

#### 2. Inspection

- Check overall cleanliness (floors, walls, stalls, sinks, mirrors, counters, fixtures).
- Ensure all fixtures (toilets, urinals, sinks, soap dispensers, dryers) are operational.
- Inspect for any maintenance issues (leaks, damages, malfunctions).

#### 3. Cleaning

- Clean and disinfect high-touch surfaces (door handles, faucet handles, flush levers, dispensers).
- Clean toilets, urinals, and sinks with appropriate cleaners and disinfectants.
- Wipe mirrors and counters.
- Sweep and mop floors as needed.

#### 4. Restocking

- Refill toilet paper, hand soap, and paper towel dispensers to full capacity.
- Restock sanitary disposables as required.
- Empty trash and sanitary bins, replace liners, and ensure bins are clean and odor-free.

#### 5. Final Check

- Confirm the restroom is clean, odor-free, and all supplies are stocked.
- Report any damages, malfunctioning fixtures, or supply shortages to the supervisor immediately.

#### 6. Documentation

- Record the date, time, and initials on the inspection checklist posted in or near each restroom.
- Document any issues found and corrective actions taken.

### 6. Safety

- Always follow safety protocols when handling chemicals and cleaning supplies.
- Wear gloves and wash hands thoroughly after completing tasks.

### 7. References

- Company Cleaning Policy
- Workplace Health and Safety Protocols