

Standard Operating Procedure (SOP)

Restroom Sanitation and Disinfection

This SOP provides **detailed restroom sanitation and disinfection steps** designed to maintain a clean and hygienic environment. It covers cleaning procedures for all restroom surfaces, proper use of cleaning agents and disinfectants, frequency of sanitation, safety precautions for cleaning staff, waste disposal methods, and protocols for monitoring cleanliness standards. The goal is to prevent the spread of germs and ensure a safe, sanitary restroom facility for all users.

1. Scope

This SOP applies to all personnel responsible for cleaning and maintaining facility restrooms.

2. Cleaning Materials and Equipment

- Disposable gloves and masks
- Protective eyewear
- Color-coded cleaning cloths and mops
- Bucket and wringer
- Approved disinfectants and cleaning agents
- Toilet brushes and scrub pads
- Waste disposal bags
- Signage ("Cleaning in Progress")

3. Frequency of Sanitation

Task	Frequency
General cleaning & disinfection (all surfaces)	2-3 times daily
High-touch points (door handles, faucets, flush levers, dispensers)	Every 2 hours
Trash and sanitary bins	Daily or as needed
Deep cleaning (walls, vents, partitions)	Weekly

4. Step-by-Step Restroom Cleaning Procedure

- 1. Preparation**
 - Wear PPE: gloves, mask, and eyewear.
 - Place "Cleaning in Progress" signage.
 - Remove visible debris from floors and surfaces.
- 2. Restock Supplies**
 - Check and refill soap, paper towels, toilet paper, and other dispensers.
- 3. Surface Cleaning**
 - Spray disinfectant on sinks, countertops, faucets, door handles, light switches, flush levers, and other touch points. Allow contact time as per manufacturer's instructions.
 - Wipe cleaned areas with appropriate cloths (color-coded to prevent cross-contamination).
 - Spot clean walls, partitions, and mirrors.
- 4. Toilet and Urinal Cleaning**
 - Apply toilet bowl cleaner inside the bowl and under the rim. Let sit for recommended time.
 - Scrub interior with toilet brush. Wipe exterior (seat, lid, handle) with disinfectant.
 - Flush after cleaning.
- 5. Floor Cleaning**
 - Sweep floor to remove debris. Mop with approved disinfectant solution, paying extra attention to corners and behind fixtures.
- 6. Waste Disposal**
 - Carefully remove and replace liners in trash and sanitary disposal bins. Dispose of waste in designated facility bins according to company policy.
 - Wash hands and apply hand sanitizer after handling waste.
- 7. Final Steps**

- Reinspects all areas for missed spots or issues.
- Remove “Cleaning in Progress” signage when safe for use.
- Report any maintenance needs or supply shortages.

5. Safety Precautions

- Always wear appropriate PPE.
- Use cleaning chemicals as per manufacturer's instructions; never mix chemicals.
- Ensure adequate ventilation when cleaning.
- Report any injuries or exposure incidents to a supervisor immediately.

6. Monitoring and Documentation

- Use daily/weekly checklists for all cleaning activities.
- Supervisors to conduct random inspections for compliance.
- Document all completed tasks, problems encountered, and corrective actions taken.

7. Revision and Training

- Review and update SOP regularly or as needed.
- Provide periodic training sessions for cleaning staff on procedures and safety protocols.

Last updated: [Insert Date]