

SOP: Restroom Cleaning and Disinfection Guidelines

This SOP details **restroom cleaning and disinfection guidelines**, encompassing proper cleaning techniques, selection and use of disinfectants, frequency of cleaning schedules, maintenance of hygiene standards, handling of cleaning equipment and materials, ensuring safety protocols for cleaning staff, waste disposal procedures, and verification of cleanliness through inspection. The aim is to maintain a sanitary restroom environment, prevent the spread of germs and infections, and ensure the health and safety of all facility users.

1. Purpose

To ensure all restrooms are thoroughly cleaned and disinfected to prevent contamination, maintain a hygienic environment, and safeguard health.

2. Scope

Applies to all facility custodial staff responsible for restroom maintenance in any commercial, educational, medical, or public building.

3. Responsibilities

- Custodial staff: Execute cleaning/disinfection according to this SOP.
- Supervisors: Ensure compliance, provide supplies/training, and conduct inspections.
- Facility management: Ensure regular review and updates of the SOP.

4. Required Materials & Equipment

- EPA-approved disinfectants
- Multipurpose cleaners
- Cleaning cloths, mops, buckets
- Disposable gloves, masks, goggles
- Toilet brushes, scrubbing pads
- Trash liners and disposal bags
- "Wet Floor" caution signs

5. Procedures

5.1 Personal Protection

- Wear disposable gloves, masks, and eye protection before entering restrooms.

5.2 Preliminary Steps

- Place "Wet Floor" signs as needed.
- Remove trash, replace liners.
- Refill soap, paper towels, and toilet paper dispensers.

5.3 Cleaning and Disinfection Process

Surface/Area	Cleaning Steps
Toilets & Urinals	<ul style="list-style-type: none">• Flush to pre-wet surfaces.• Apply disinfectant cleaner inside and outside, let sit per label instructions.• Scrub and rinse thoroughly.
Sinks & Countertops	<ul style="list-style-type: none">• Remove debris, clean with detergent.• Apply disinfectant, ensuring appropriate dwell time.
Floors	<ul style="list-style-type: none">• Sweep debris.• Mop with disinfectant solution.

High-Touch Areas (e.g., doorknobs, faucets, switches)	<ul style="list-style-type: none"> • Wipe with disinfectant. • Change cloths as needed to prevent cross-contamination.
Mirrors & Glass	<ul style="list-style-type: none"> • Use glass cleaner or appropriate cleaner for streak-free finish.

5.4 Equipment Handling

- Clean and disinfect mops, brushes, buckets after use.
- Replace disposable items as per manufacturer's recommendations.
- Store cleaning agents and tools securely.

5.5 Waste Disposal

- Seal and dispose of waste bags in designated facility bins.
- Wash hands thoroughly after removing gloves and before leaving the area.

5.6 Frequency of Cleaning

- General-use restrooms: **At least once per shift.**
- High-traffic/public restrooms: **Every 1-2 hours.**
- Emergency cleaning after spills or contamination, as needed.

6. Safety Protocols

- Never mix cleaning chemicals (e.g., bleach with ammonia-based products).
- Always use PPE and wash hands after handling cleaning chemicals.
- Follow product safety data sheets (SDS) for all cleaning and disinfectant products.

7. Inspection and Verification

- Supervisors to perform regular inspections using a standard checklist.
- Note deficiencies and require corrective actions where necessary.
- Date and time of each cleaning and inspection should be logged.

8. Documentation

- Maintain a cleaning log with responsible staff initials and time completed.
- Report recurring maintenance or stock issues promptly to facility management.

9. References

- Centers for Disease Control and Prevention (CDC) guidelines on cleaning and disinfection.
- Manufacturer instructions for disinfectant products.
- Facility-specific infection control protocols.