

Standard Operating Procedure (SOP)

Restroom Cleaning and Restocking Supplies

This SOP details the procedures for **restroom cleaning and restocking supplies**, covering hygiene standards, cleaning schedules, proper use of cleaning agents, and the systematic replenishment of essential items such as toilet paper, hand soap, and paper towels. The goal is to maintain a clean, sanitary, and well-stocked restroom environment to ensure user comfort and prevent the spread of germs.

1. Scope

This SOP applies to all custodial staff responsible for the cleaning and maintenance of restrooms in the facility.

2. Responsibilities

- Custodial staff – Execute cleaning and restocking tasks as documented.
- Supervisors – Ensure compliance, provide necessary supplies, and conduct regular inspections.

3. Required Materials and Supplies

- Protective gloves and mask
- Multi-purpose cleaner/disinfectant
- Glass and mirror cleaner
- Toilet bowl cleaner and brush
- Sponges, scrubbers, and cleaning cloths
- Mop, bucket, and floor cleaner
- Broom and dustpan
- Trash bags (liners)
- Toilet paper rolls
- Hand soap refill and dispenser key (if applicable)
- Paper towels
- Signage: “Wet Floor” (as needed)

4. Safety Precautions

- Wear gloves and mask at all times.
- Place “Wet Floor” signs during mopping.
- Follow the manufacturer's instructions for all cleaning chemicals.
- Ensure the area is well-ventilated when cleaning.

5. Cleaning Procedure

1. Put on personal protective equipment (PPE).
2. Place “Wet Floor” sign at restroom entrance.
3. Remove all trash and replace liners.
4. Clean and disinfect all high-touch surfaces (door handles, faucets, dispensers, light switches, etc.).
5. Clean sinks, countertops, and mirrors using appropriate glass and surface cleaners.
6. Clean and disinfect toilets and urinals:
 - Apply toilet bowl cleaner inside bowls and scrub.
 - Wipe exterior surfaces and flush handles.
7. Refill soap, paper towel, and toilet paper dispensers as needed.
8. Sweep and mop floors with disinfectant cleaner.
9. Check for any damages or maintenance needs and report if necessary.
10. Remove PPE and properly dispose or clean.
11. Wash hands thoroughly after cleaning.

6. Restocking Supplies Procedure

1. Check all dispensers (toilet paper, hand soap, paper towels) for sufficient stock.
2. Remove empty/refill items and replace or refill as needed.
3. Ensure dispensers are functioning properly.
4. Document restocking on cleaning log.

7. Cleaning Schedule

Task	Frequency
Trash removal	Daily or as needed
Surface cleaning/disinfection	Daily or every shift
Toilet and urinal cleaning	Daily or more often if required
Restocking supplies	Daily or as needed
Floor cleaning/mopping	Daily or after spills
Inspection for repairs/maintenance	Weekly

8. Documentation

- Complete the restroom cleaning log after each cleaning shift.
- Report low inventory or malfunctioning dispensers to supervisor immediately.
- Note any damages or hazards for maintenance follow-up.

9. Quality Control

1. Supervisors to inspect restrooms regularly for cleanliness and supplies.
2. Corrective actions to be taken immediately if standards are not met.
3. Continuous training and feedback provided to custodial staff as needed.

10. Revision History

Date	Version	Description of Change	Author/Approver
2024-06-30	1.0	Initial SOP creation	[Name]