

SOP: Restroom Cleaning and Supplies Restocking

This SOP details the **restroom cleaning and supplies restocking** process, covering guidelines for thorough cleaning, disinfecting surfaces, sanitizing fixtures, restocking essential supplies such as toilet paper, soap, and paper towels, and ensuring overall restroom hygiene and safety. The procedure aims to maintain a clean, sanitary, and well-stocked restroom environment for all users.

1. Purpose

To provide step-by-step instructions for cleaning restrooms and restocking supplies, ensuring hygiene and safety for all restroom users.

2. Scope

This SOP applies to all staff responsible for maintaining restroom cleanliness and supply levels.

3. Responsibilities

- **Cleaning Staff:** Carry out restroom cleaning and restocking as per SOP.
- **Supervisors:** Oversee cleaning standards and ensure compliance.

4. Required Materials

- Disposable gloves
- Face mask (optional, as per policy)
- Disinfectant and cleaning agents
- Toilet bowl cleaner and brush
- Microfiber cloths or cleaning rags
- Mop and bucket
- Paper towels, toilet paper, soap (supplies)
- Trash bags and liners

5. Procedure

1. Preparation

- Put on disposable gloves and face mask (if required).
- Display "Restroom Closed for Cleaning" sign if available.

2. Remove Trash

- Empty all waste bins. Replace liners as needed.
- Dispose of trash in designated receptacles.

3. Clean and Disinfect Surfaces

- Wipe down and disinfect door handles, light switches, and other high-touch surfaces.
- Clean mirrors with glass cleaner.
- Clean countertops, sinks, faucets, and soap dispensers.

4. Sanitize Toilets and Urinals

- Apply toilet bowl cleaner inside bowls and scrub thoroughly.
- Clean and disinfect toilet seats, handles, and exterior surfaces of toilets and urinals.

5. Mop Floors

- Sweep floor to remove debris.
- Mop with disinfectant, focusing on corners and behind fixtures.

6. Restock Supplies

- Replenish toilet paper in each stall.
- Refill soap dispensers.
- Restock paper towels or hand dryers.
- Check and restock feminine hygiene products (if applicable).

7. Final Check

- Inspect restroom for cleanliness and supply levels.

- Remove "Closed for Cleaning" sign.
- Report any maintenance issues to supervisor.

8. **Hygiene and Safety**

- Remove gloves and wash hands thoroughly after cleaning.

6. **Frequency**

Restrooms must be checked and serviced a minimum of **twice daily**, or more frequently based on usage.

7. **Recordkeeping**

Maintain a cleaning log in each restroom. Record the date, time, and initials of staff performing each cleaning and restocking.

8. **Cleaning Log Example**

Date	Time	Performed By	Notes / Issues
YYYY-MM-DD	09:00	J. Smith	All supplies restocked
YYYY-MM-DD	15:00	A. Lee	Reported leaky faucet

9. **References**

- Company Cleaning Policy
- Manufacturer's instructions for all cleaning chemicals

10. **Revision History**

Version	Date	Description	Author
1.0	2024-06-01	Initial SOP Release	Admin