

# Standard Operating Procedure (SOP): Restroom Sanitation and Supply Check

This SOP details **restroom sanitation and supply check** procedures, including regular cleaning schedules, disinfecting protocols, restroom inspection criteria, inventory management of essential supplies such as soap, paper towels, and toilet paper, timely replenishment, and reporting of maintenance issues. The goal is to maintain a hygienic, safe, and well-stocked restroom environment for all facility users, ensuring comfort and preventing the spread of germs and illness.

## 1. Purpose

To outline standard procedures for maintaining cleanliness, safety, and supply levels in all facility restrooms.

## 2. Scope

This SOP applies to all custodial and facility management staff responsible for restroom upkeep.

## 3. Responsibilities

- Custodial Staff: Perform cleaning, sanitation, supply checks, and replenishment.
- Facility Supervisor: Oversee compliance with this SOP, address escalation reports, and manage supply orders.

## 4. Cleaning Schedule

Frequency	Tasks
Daily (at least 2x/day)	<ul style="list-style-type: none"><li>• Empty trash bins.</li><li>• Replenish soap, paper towels, toilet paper.</li><li>• Clean and disinfect sinks, countertops, toilets, and urinals.</li><li>• Spot clean mirrors, walls, and floors as needed.</li></ul>
Weekly	<ul style="list-style-type: none"><li>• Deep clean and disinfect all surfaces, including partitions and door handles.</li><li>• Clean vents, tile grout, and floor drains.</li></ul>
As Needed	<ul style="list-style-type: none"><li>• Respond to spills, accidents, or supply shortages.</li><li>• Address and report maintenance issues immediately.</li></ul>

## 5. Disinfecting Protocols

- Use only approved disinfectants as per manufacturer's instructions.
- Wear appropriate PPE (gloves, masks, etc.) during cleaning.
- Prioritize high-touch surfaces: door handles, faucets, flush levers, dispensers.
- Allow disinfectant to remain on surfaces for the recommended dwell time before wiping.

## 6. Restroom Inspection Checklist

- No visible trash, debris, or spills on floor or counters.
- All surfaces are clean and free of stains or buildup.
- Dispensers and fixtures are stocked and functional.
- No foul odors; air freshener present if appropriate.
- Lights, locks, and other hardware are operational.
- No signs of leaks, plumbing issues, or water damage.

## 7. Supply Inventory & Replenishment

- Check stock levels of soap, paper towels, toilet paper, and liners during each cleaning round.
- Replenish supplies before they run out; never allow dispensers to empty.

- Maintain a backup supply in the janitorial closet.
- Record inventory usage and alert the supervisor when items reach reorder points.

## 8. Reporting Maintenance Issues

- Immediately report non-functioning fixtures, leaks, plumbing problems, or supply shortages to the facility supervisor.
- Document all incidents and actions taken in the facility's maintenance log.

## 9. Documentation

- Complete the restroom cleaning and supply checklist after each scheduled cleaning.
- File checklists daily/weekly for supervisor review.

## 10. Safety and Hygiene

- Always wear gloves and wash hands thoroughly after cleaning.
- Use "Wet Floor" signs when mopping or if surfaces are slippery.

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**For questions or additional training on this SOP, contact the Facility Supervisor.**