

Standard Operating Procedure (SOP)

Restroom Cleaning and Restocking Procedures

This SOP details **restroom cleaning and restocking procedures**, covering steps for thorough cleaning, disinfection, waste removal, and restocking of essential supplies such as toilet paper, soap, and paper towels. The aim is to maintain a hygienic, safe, and pleasant restroom environment for all users, ensuring compliance with health standards and promoting overall facility cleanliness.

1. Purpose

To ensure restrooms are clean, disinfected, well-stocked, and safe for all users by providing clear, consistent procedures for cleaning and restocking.

2. Scope

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

3. Responsibilities

- Janitorial staff: Perform cleaning and restocking as outlined.
- Supervisors: Monitor compliance and address supply/order needs.

4. Required Supplies & Equipment

- Personal protective equipment (PPE): gloves, mask, apron
- Cleaning/disinfecting solutions
- Toilet brush, scrubbers, cloths, mop, bucket, sponges
- Trash bags and liners
- Restocking supplies: toilet paper, soap, paper towels, sanitary products (if applicable)
- Signage: "Closed for Cleaning"

5. Procedure

1. Preparation

- Put on PPE.
- Place "Closed for Cleaning" signage at the entrance.
- Gather all necessary supplies and equipment.

2. Empty Trash Receptacles

- Remove all trash bags/liners and replace with new ones.
- Wipe down exterior surfaces of bins.

3. Clean and Disinfect Surfaces

- Spray and wipe down all high-touch surfaces: door handles, light switches, dispensers, faucets, sinks, countertops, and hand dryers.
- Clean mirrors with glass cleaner.
- Wipe/disinfect partitions and door locks.

4. Toilets and Urinals

- Apply disinfectant to bowls, seats, flush handles, and surrounding areas.
- Scrub with toilet brush, let disinfectant sit for recommended time, then flush and wipe.

5. Floors

- Sweep floor to remove debris.
- Mop floor with disinfectant solution, paying attention to corners and behind fixtures.

6. Restock Supplies

- Check and refill toilet paper, paper towels, soap dispensers, and sanitary products as needed.

7. Final Checks

- Ensure all areas are clean and dry.
- Remove "Closed for Cleaning" signage.

- Report any maintenance issues (broken dispensers, leaks, etc.) to supervisor.

6. Frequency

- Minimum: Clean and restock once daily.
- High-traffic restrooms: Clean and restock multiple times daily, or as needed.

7. Documentation

Complete a restroom cleaning log after each service:

Date	Time	Employee Initials	Notes/Issues Found

8. Safety & Precautions

- Always wear gloves and appropriate PPE.
- Use cleaning agents as per manufacturer's instructions.
- Never mix cleaning chemicals.
- Use wet floor signage if needed to prevent accidents.

9. References

- Manufacturer labels on cleaning products
- Facility health and safety policy
- Local hygiene and sanitation regulations