

SOP Template: Restroom Cleaning and Sanitization Standards

This SOP defines **restroom cleaning and sanitization standards**, detailing the procedures for maintaining cleanliness, hygiene, and safety in restrooms. It includes guidelines for cleaning frequency, selection and use of appropriate cleaning agents and disinfectants, proper handling of cleaning equipment, waste disposal, and inspection protocols. The objective is to ensure a sanitary environment that prevents the spread of germs and maintains a pleasant experience for all users.

1. Scope

This SOP applies to all staff responsible for restroom maintenance, in all public and staff restrooms within the facility.

2. Responsibilities

- **Cleaning Staff:** Perform daily and periodic restroom cleaning tasks as outlined.
- **Supervisors:** Inspect restrooms and ensure adherence to the SOP.
- **Management:** Provide necessary training and resources.

3. Cleaning Frequency

Area/Surface	Frequency
High-contact surfaces (door handles, faucets, switches)	Every 2 hours or as needed
Toilets, urinals, sinks, dispensers	At least twice daily and as needed
Floors and walls	Daily
Waste bins	Daily or when 75% full
Restock supplies (soap, paper, sanitizer)	At every cleaning visit

4. Approved Cleaning Agents and Disinfectants

- Use EPA-approved disinfectants for high-touch surfaces and restroom fixtures.
- Use non-abrasive cleaners for mirrors and glass.
- Wear appropriate Personal Protective Equipment (PPE): gloves, mask, eye protection.

5. Cleaning Procedure

1. Don PPE before entering restroom.
2. Remove waste from bins and replace liners.
3. Clean and disinfect high-touch points: door handles, faucets, flush handles, dispensers, switches.
4. Clean and disinfect toilets, urinals, and sinks (including undersides and handles).
5. Clean mirrors and chrome with appropriate glass cleaner.
6. Mop floors using a disinfectant solution; pay extra attention to corners and behind fixtures.
7. Refill soap, towel, tissue, and sanitizer dispensers as needed.
8. Check for and address maintenance issues (leaks, faulty dispensers, etc.).
9. Remove PPE and perform hand hygiene after cleaning.
10. Sign cleaning log with date, time, and initials.

6. Equipment Handling

- Clean and disinfect all cleaning equipment after each use.
- Store cleaning agents securely, away from public access.
- Replace mop heads, cloths, and other consumables as needed.

7. Waste Disposal

- Use color-coded waste bags (if applicable).
- Dispose of waste in accordance with facility and regulatory guidelines.

- Immediate removal of hazardous or biohazardous waste following special procedures.

8. Inspection and Documentation

- Supervisors to inspect restrooms once per shift.
- Document findings and corrective actions in the inspection log.
- Use cleaning checklists and logs for accountability.

9. Training

- All cleaning staff shall receive training on this SOP and safe chemical handling.
- Refresher training to be provided annually or as needed.

10. Revision and Review

This SOP shall be reviewed annually and updated as necessary to comply with best practices and regulatory requirements.