

# SOP Template: Restroom Cleaning, Replenishment, and Inspection

This SOP provides detailed guidelines for **restroom cleaning, replenishment, and inspection** to maintain hygiene, cleanliness, and availability of necessary supplies. It covers proper cleaning techniques, frequency of cleaning, replenishment of toiletries such as soap, paper towels, and toilet paper, as well as regular inspection to ensure restrooms meet health and safety standards. The goal is to create a sanitary and comfortable environment for all users while preventing the spread of germs and unpleasant odors.

## 1. Purpose

To establish standard procedures for cleaning, replenishing, and inspecting restrooms to ensure a hygienic, safe, and pleasant environment for all users.

## 2. Scope

This SOP applies to all cleaning and facilities staff responsible for maintaining restrooms in the facility.

## 3. Responsibilities

- **Cleaning Staff:** Carry out cleaning, replenishment, and inspection as per this SOP.
- **Supervisors:** Monitor adherence, conduct spot checks, and provide necessary supplies and training.

## 4. Equipment and Materials

- Gloves and safety gear
- Cleaning agents (disinfectant, glass cleaner, toilet bowl cleaner)
- Cleaning cloths, sponges, mops, brushes, and buckets
- Waste bags
- Paper towels, toilet paper, and soap refills
- Signage (e.g., "Closed for Cleaning")
- Inspection checklist

## 5. Procedure

### 1. Preparation

- Put on gloves and safety gear.
- Place signage to inform users of cleaning in progress.
- Gather all necessary materials and equipment.

### 2. Cleaning Tasks

- Empty trash bins and replace liners.
- Clean and disinfect high-touch surfaces (door handles, faucets, dispensers, light switches).
- Clean mirrors and glass surfaces with glass cleaner.
- Scrub and disinfect sinks, countertops, and splash areas.
- Clean toilets and urinals inside and out; restock sanitary disposal units.
- Mop floors, paying extra attention to corners and edges.
- Wipe walls and partitions if visibly soiled.

### 3. Replenishment Tasks

- Check and refill toilet paper, paper towels, and soap in dispensers.
- Restock feminine hygiene products if applicable.

#### 4. Final Touches

- Ensure all fixtures and supplies are clean and operational.
- Remove cleaning signage and allow safe restroom access.

## 6. Frequency

- Cleaning and replenishment: At least **twice daily**, or more frequently in high-traffic areas.
- Spot checks/inspection: Every **2-3 hours** during operating hours.

## 7. Inspection & Documentation

- Use the restroom inspection checklist to verify:
  - Cleanliness of all areas
  - Adequate supply levels
  - No malfunctions or damage
  - No unpleasant odors
- Document date, time, tasks performed, and report any issues to supervisors.

Date/Time	Area Checked	Tasks Performed	Status/Comments	Initial
___/___/___ __:__	Restroom 1	Cleaned, Refilled	All OK	___

## 8. Health and Safety

- Always wear gloves and necessary PPE.
- Handle chemicals as per safety instructions.
- Dispose of waste and used cleaning materials properly.

## 9. Review

This SOP should be reviewed annually or as needed to ensure ongoing compliance and effectiveness.