

SOP: Restroom Cleaning Schedule and Sanitation Checklist

This SOP defines the **restroom cleaning schedule and sanitation checklist** to maintain cleanliness, hygiene, and safety standards. It includes daily, weekly, and monthly cleaning tasks, proper use of cleaning agents, disinfection procedures, restocking of supplies, and inspection protocols. The goal is to ensure a sanitary restroom environment, prevent the spread of germs, and promote health and comfort for all users.

1. Responsibilities

- Assign specific staff members to complete scheduled cleaning tasks.
- Supervisors must review the checklist and sign off after inspections.

2. Cleaning Schedule

Task Category	Frequency
General Cleaning & Disinfection	Daily
Deep Cleaning (e.g., tile scrubbing, vent cleaning)	Weekly
Detailed Maintenance & Inspection	Monthly

3. Daily Cleaning Checklist

- Empty and sanitize all trash receptacles.
- Clean, disinfect, and polish sinks, faucets, and countertops.
- Clean and disinfect toilets and urinals (including flush handles, seats, bases).
- Wipe down and disinfect door handles, light switches, partitions, and dispensers.
- Clean mirrors and glass surfaces.
- Sweep and mop floors with disinfectant solution.
- Refill soap, toilet paper, and paper towel dispensers.
- Remove visible debris and ensure no blockages.

4. Weekly Cleaning Tasks

- Scrub floor tiles and grout with a suitable cleaning agent.
- Wipe and disinfect walls, partitions, and doors thoroughly.
- Clean and disinfect air vents and ceiling fixtures.
- Inspect plumbing for leaks or damage.

5. Monthly Cleaning Tasks

- Conduct deep cleaning of all restroom fixtures and hard-to-reach areas.
- Treat drains with approved solutions.
- Check and perform maintenance on dispensers and fixtures.
- Review and update cleaning supplies inventory.

6. Cleaning Agents & Disinfection Procedures

- Use only approved cleaning and disinfecting agents as per safety guidelines and manufacturer instructions.
- Wear appropriate PPE (gloves, apron, masks) at all times during cleaning.
- Allow disinfectant to sit for recommended contact time before wiping.
- Properly label and store all chemicals after use.

7. Restocking Supplies

- Check and refill all dispensers (soap, paper towel, toilet tissue) during every cleaning.
- Replace empty or near-empty air fresheners.

- Document supply levels and report items needed for reorder.

8. Inspection & Documentation

- Complete the sanitation checklist after each cleaning session.
- Supervisors perform random inspections weekly and document findings.
- Report and record issues requiring maintenance or follow-up.

9. Sanitation Checklist Template

Task	Completed (Y/N)	Initials	Notes/Issues
Trash bins emptied & sanitized			
Fixtures cleaned & disinfected			
Floors swept & mopped			
Supplies restocked			
All surfaces wiped/disinfected			
Mirrors/glass cleaned			
Other (specify): _____			

10. Review & Training

- Staff will receive initial and annual refresher training on restroom SOP and chemical safety.
- This SOP is subject to regular review and updates as required.