

DAILY RESTROOM CLEANING

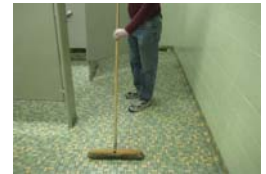
Step 1 Place "Restroom Closed" sign at entrance.



Step 2 Wear protective gloves.



Step 3 Sweep floor.



Step 4 Remove trash can and sanitary napkin liner and replace with new liner.



Step 5 Clean outside of trash can and sanitary napkin receptacles.



Step 6 Flush Toilets and urinals.



Step 7 If possible, lower water level in toilets and urinals with bowl swab to expose water line.



Step 8 Follow manufacturer's directions for proper use of cleaner/disinfectant.



Step 9 Apply cleaner/disinfectant to all surfaces of toilets including the underneath.



Step 10 Apply cleaner/disinfectant to all surfaces of urinals including the underneath.



Step 11 Apply cleaner/disinfectant to all surfaces of sinks and counters including the underneath.



Step 12 **Allow cleaner/disinfectant 10 minutes to dwell on all surfaces.**



Step 13 Check and fill hand soap.



Step 14 Check and fill paper towel dispensers.



Step 15 Check and fill toilet paper dispensers.



Step 16 Clean wall areas and partitions with cleaner/disinfectant, especially next to sinks, toilets, urinals, and trash receptacles.



Step 17 Clean mirrors.



Step 18 Return to toilets and urinals and wipe down all horizontal surfaces.



Step 19 Return to sinks and counters and wipe down all surfaces.



Step 20 Damp mop entire floor including corners and edges with cleaner/disinfectant.



Step 21 Rinse mop head with clean water.



WEEKLY RESTROOM CLEANING

Step 1 Dust top of partitions, ledges and vents.



Step 2 Clean all surfaces of sinks with powder cleanser. Rinse.



Step 3 Using citric acid cleaner, clean all fixtures to remove hard water scale. Rinse.



Step 4 Using citric acid cleaner, clean inside of toilets and urinals to remove hard water scale.



Step 5 Polish and shine chrome and stainless steel surfaces.



Step 6 Pour 1/2 cup of "Liquid Bacteria/Enzyme" in each floor drain and floor urinal.

