Restroom Cleaning Procedure

Description:
This document provides the cleaning procedure for University restrooms.

Responsible Party:
Facilities Management Custodial department

Procedure:
Each custodial team will clean WSU restrooms in their assigned area in accordance with the following procedure:

A. Before Beginning:
   Gather all needed supplies for restroom cart
   
   1 swab bucket for sinks #25L
   1 swab bucket plus 1 gallon #4 for toilets and urinals
   Mop water 25H
   Gloves
   Cleaner #1 (window cleaner)
   Lemon oil
   Soap (for dispensers)
   Toilet paper
   Rags
   Paper towels
   Garbage bags
   R.R. Keys
   Tampon bags
B. Restroom Cleaning Tasks

1. Close down Restroom and put out closed/wet floor signs
2. Mop entire restroom with dust mop, under toilets, urinals, etc.
3. Swab sinks, toilets, urinals, partitions between urinals (spots only).
4. Clean mirrors (with cleaner #1).
5. Rinse sink chrome fixtures.
6. Wipe and dry sinks, urinals, toilets, partitions.
7. Check and change any products (paper towels, toilet paper, soap).
8. Empty tampon receptacles, change bag if needed.
10. Lemon oil all untouched chrome.
11. Mop entire floor with wet mop, under toilets, urinals, and behind other fixtures.
12. Turn lights off.
13. Remove signs when area is dry.