SOP: Clean Bathroom

Gather all of the necessary supplies:

* Toilet Paper
* Hand Soap
* Paper Towels
* Cleaning Supplies
* Color coded rags, brushes, mops, and brooms.
* Trash Bags

All rags, brushes, mops, and brooms used in this area should be color coded to avoid being used in other areas. Make sure the restroom is empty. Leave the door propped open, so potential users can see that you are in there cleaning and place caution/restroom closed signs on door.

The following instructions are based on the assumption that each restroom will get daily care.

**Daily Cleaning Procedures -**

1. Visually check the appearance of the restroom. Pick up any debris. Sweep if necessary.
2. Check garbage cans and recycling bins. If they are full or nearly full, remove the trash can liner and replace with a new one.
3. Check soap, toilet paper, and paper towel dispensers and properly stock them.

**Weekly Cleaning Procedures -**

1. Clean and scrub all interior surfaces of toilets/urinals with a toilet bowl cleaner. Wipe down all exterior surfaces, including toilet seats, with a disinfectant.
2. Clean and disinfect all surfaces, including door handles, countertops, and dispensers.
3. Clean all mirrors with a glass cleaner to remove any fingerprints and marks.
4. Use a germicidal/acidic surface cleanser to wipe down the sinks and faucets and handles.
5. Dust mop/sweep to remove all debris, dirt, and large objects then wet mop the floors, taking care to keep the mops, mop buckets, and solutions used as **bathroom only** items. Avoid cross-contamination with other areas of the farm at all costs.
	* Dunk your mop into the solution in the bucket, then wring the mop out until it is just damp. The #1 problem that occurs while mopping is over-wetting of a surface. Using a damp mop will allow the dirt to cling to the mop as you go instead of being spread around by the water on the floor. Start in the corner farthest away from the door. Mop in a figure 8 pattern to utilize your mop most effectively. As you mop, move towards the entrance of the room so you are always standing on a dry piece of floor. This will help to avoid streaking and tracking of your solution to other parts of the facility. Change the solution often to ensure the water you're using to clean is not overly saturated with dirt.

**Monthly Cleaning Procedures -**

1. Dust all out of the way areas, including the tops of doors, shelves, partitions, dispensers, hand dryers and air vents.
2. Replace all metered aerosol deodorizers and air fresheners.
3. Replace the urinal blocks as necessary.
4. Check that all drains are properly draining. If not, use a drain cleaner to remove all clogs.

**Clean Up -**

Remove all trash bags and place in the dumpster. Leave caution/restroom closed signs until all work is finished and all surfaces and floors are completely dry. Rinse out and clean the mop bucket and mops and put any rags that were used in dirty laundry container.