



UNIVERSITY OF WEST FLORIDA
Facilities Management

Pensacola, FL 32514-5750
Effective February 20, 2006, Revised May 4, 2021
Reviewed July 1, 2024

STANDARD OPERATING PROCEDURE # FAC 4.007

Subject: Cleaning Restrooms

Purpose and Scope: To standardize the approach for cleaning and maintaining the quality of the restroom facilities on campus. Restroom facilities will be cleaned each workday with some tasks being performed at intervals in accordance with the Building Services Task and Frequency Plan. The current Task & Frequency plan will be provided by Supervisor

Procedure: Upon entering restroom, flush all toilets and urinals and plunge with toilet mop. Apply disinfectant cleaner so toilets and urinals can disinfect while cleaning walls, mirrors, wash bowls, partitions, flat surfaces, trash receptacles, sanitary napkin container, and dispensers. Complete the cleaning of the toilets and urinals and wet mop floor as directed below. When high dusting is to be performed, it will be the first task on that day. (Recommended wait time for disinfectant to clean is 10 minutes unless otherwise directed by supervisor.)

HIGH DUSTING

Use lamb's wool wand, with extension pole if necessary, for high dusting of ceiling corners, light lenses, vents, etc.

CLEAN MIRRORS

Equipment needed: Green Earth Peroxide Cleaner, Wypall/ Tuffmate, trash receptacle

- Spray peroxide cleaner onto mirror.
- Wipe mirror surface using side to side motion starting at the top.

CLEAN WASH BOWLS/SINKS

Equipment needed: Green Earth Daily Disinfectant, Wypall/Tuffmate, spray bottle, trash receptacle, latex gloves.

- Spray Green Earth Daily Disinfectant onto basin surfaces and chrome faucets.
- Wait recommended time for cleaner to disinfect and wipe clean.
- Dispose of wipe when all bowls have been cleaned.

*Use abrasive cleaners sparingly to minimize potential damage to fixture.

CLEAN TOILET

Equipment needed: Green Earth Daily Disinfectant, mop, Wypall/ Tuffmate, spray bottle, trash receptacle, latex gloves, and eye protection.

- Flush toilet and plunge water with Bowl mop.
- Spray Green Earth Daily Disinfectant onto toilet surfaces and chrome flush hardware.



- Allow 30 seconds for cleaner to work and disinfect then wipe clean.
- In order to clean toilet seat, scrub under rim with bowl mop then clean outside of bowl.
- Dispose of wipe as to not cross contaminate. Properly clean and store equipment.

*Use abrasive cleaners sparingly to minimize potential damage to fixture

CLEAN URINAL

Equipment needed: Green Earth Daily Disinfectant, bowl mop, Wypall/ Tuffmate, spray bottle, trash receptacle, latex gloves, and eye protection.

- Flush urinal. Plunge water with bowl mop.
- Spray disinfectant onto urinal surfaces.
- Allow time for cleaner to work and disinfect then wipe clean.
- Scrub with bowl mop.
- Rinse and wipe down.
- Dispose of wipe as to not cross contaminate.
- Clean and store equipment used.

*Use abrasive cleaners sparingly to minimize potential damage to fixture.

EMPTY TRASH CONTAINER

Equipment needed: liner, trash barrel, and glove.

- Remove old liner.
- Dump into barrel.
- Replace liner and leave a spare liner on the side of the container.

EMPTY AND CLEAN SANITARY NAPKIN CONTAINER

Equipment needed: Green Earth Daily Disinfectant, Wypall/ Tuffmate, spray bottle, trash receptacle, latex gloves, liners or brown bags.

- Daily inspect napkin disposal container.
- If needed, remove old bag or liner and dispose of properly.
- Spray with Green Earth Daily Disinfectant and allow 10 seconds to disinfect and then wipe clean.
- Replace bag or liner and place a spare bag on side of container.

CLEAN AND STOCK SOAP DISPENSER

Equipment needed: Green Earth Daily Disinfectant, Wypall/ Tuffmate, spray bottle, trash receptacle, latex gloves, hand soap.

- To spot clean, spray Green Earth Daily Disinfectant cleaner onto surface.
- Wait 10 seconds for cleaner to disinfect and wipe clean.
- Check operation of dispenser.
- Replace hand soap if getting low and check operation.
- Check operation of dispenser



CLEAN AND STOCK TISSUE DISPENSER

Equipment needed: Green Earth Daily Disinfectant, Wypall/ Tuffmate, spray bottle, trash receptacle, latex gloves, and toilet tissue.

- To spot clean, spray disinfectant onto surface.
- Allow time for cleaner to work and disinfect then wipe clean.
- Replace roll if it is getting small.
- Check operation of dispenser.

CLEAN AND STOCK TOWEL DISPENSER

Equipment needed Green Earth Daily Disinfectant, Wypall/ Tuffmate, spray bottle, trash receptacle, latex gloves, hand towels.

- To spot clean, spray Green Earth Daily Disinfectant onto surface.
- Wait 10 seconds for cleaner to disinfect and wipe dry.
- Dispose of wipe after all dispensers are clean.
- Replace towels if getting low as compared to usage.
- Check operation of dispenser by pulling one or two towels.

CLEAN RESTROOM PARTITIONS AND DOORS

Equipment needed: Green Earth Daily Disinfectant, Wypall/ Tuffmate, spray bottle, trash receptacle, latex gloves.

- Spray Green Earth Daily disinfectant onto surfaces.
- Allow 20 seconds for cleaner to work and disinfect then wipe clean.
- Dispose of wipe.
- Check door hinges.
- Spray Green Earth Daily Disinfectant on metal door hardware. Allow 10 seconds to disinfect and wipe clean.
- Dispose of wipe.

DUST FLAT SURFACES (RESTROOMS)

Equipment needed: Green Earth Daily Disinfectant, Wypall/ Tuffmate, spray bottle, trash receptacle, latex gloves.

- Spray Green Earth Daily Disinfectant onto surfaces.
- Allow 20 seconds for cleaner to work and disinfect then wipe clean
- Repeat as necessary.
- Dispose of wipe

SPOT CLEAN WALLS (RESTROOMS)

Equipment needed: Green Earth Daily Disinfectant, Wypall/ Tuffmate, spray bottle, trash receptacle, latex gloves, and pail of water.

- Spray Green Earth Daily Disinfectant onto surfaces.
- Allow 30 seconds to disinfect and then wipe clean.



- Repeat if necessary.
- Dispose of wipe.

CLEAN TRASH CONTAINER

- Spray surface with Green Earth Daily Disinfectant, allow 10 seconds to disinfect. Wipe clean.
- Install liner

WET MOP RESTROOM FLOORS (TILE)

Equipment needed: Green Earth Daily Disinfectant, restroom broom, wet-floor sign, bucket, wringer, dust Pan and cotton mop.

- Put out wet floor sign in area of work.
- Remove larger pieces of debris with restroom broom and dust pan.
- Dispense floor care cleaner into bucket; wet mop head and wring out. Mop floor in a figure 8 motion. Rinse and wring out mop after mopping a 6ft.X 6ft. area.
- Repeat until floor is clean.
- Remove equipment used and store properly.
- Clean mop and bucket and store properly.
- Remove Wet-Floor signs when floor is dry.

*Always begin mopping each restroom with clean water

SPOT SCRUB UNDER URINALS AND COMMODOES

Equipment needed: deck brush, bucket, Green Earth daily floor care cleaner.

- Prior to wet mopping floor, spray Green Earth Disinfectant Cleaner in area under urinals and commodes.
- Use deck brush to scrub entire area around urinals and commodes making sure to clean grout lines.

PROJECT-CLEAN TOILET

Bowl-Maid cleaner, bowl mop, Wypall/ Tuffmate, spray bottle, trash receptacle, latex gloves, and eye protection.

- Perform daily cleaning procedure prior to cleaning bowl using this procedure.
- Flush toilet. Plunge water with bowl mop.
- Apply Bowl-Maid cleaner to wet bowl mop and apply to internal bowl surfaces.
- Scrub with bowl mop especially under the rim and drain areas.
- Rinse and wipe down.
- Flush toilet and properly clean and store equipment used.

PROJECT-CLEAN URINAL

Equipment needed: Bowl-Maid cleaner, bowl mop, Wypall/ Tuffmate, spray bottle, trash receptacle, latex gloves, and eye protection.

- Flush urinal. Plunge water with bowl mop.
- Wet bowl mop with Bowl-Maid cleaner and apply to internal urinal surfaces.



- Wait ten minutes for cleaner to disinfect.
- Scrub with bowl mop.
- Rinse and wipe down.
- Dispose of wipe.
- Flush urinal and clean and store equipment used.

CLEAN CHROME FIXTURES

Equipment needed: Best Bet cream cleaner, Wypall/Tuffmate, sponge, latex gloves.

- Apply to soiled surface with damp sponge or cloth.
- Loosen soil with agitation.
- Rinse with water.
- Polish with soft, dry cloth
- Rub with grain on metal.

CLEAN SHOWER ROOM

Equipment needed for gang showers: Forest 5 cleaner, hose and sprayer, pump up sprayer, latex gloves, goggles, rubber boots, and dust mask.

Equipment needed for smaller shower room: Forest 5 cleaner, hose and sprayer, pump up sprayer, latex gloves, goggles, rubber boots, dust mask.

- Mix chemical in sprayer, seal and pump up as directed.
- Spray chemical on to shower (tile) walls.
- Wait predetermined time and hose off with clear water.
- Properly clean and store equipment used.

If the space is unoccupied when you are done, turn off the lights as you leave. Observe all safety precautions when using chemicals as labeled on product and as directed in Material Safety Data Sheet (MSDS).



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