



**UNIVERSITY OF WEST FLORIDA**  
**Facilities Management**

**Pensacola, FL 32514-5750**  
**Effective April 3, 2006, Revised March 11, 2020**  
**Reviewed July 1, 2024**

## **STANDARD OPERATING PROCEDURE # FAC 4.009**

### **Subject: Cleaning Locker Rooms and Changing Rooms**

**Purpose and Scope:** To standardize the approach for cleaning and maintaining the quality of the Locker/Changing Room facilities on campus. Locker and changing room facilities will be cleaned each workday with some tasks being performed at intervals as directed by the Building Services Task and Frequency Plan.

**Procedure:** Locker rooms and changing rooms will be cleaned following the procedures below. If a room is unoccupied when you are finished cleaning, turn off lights and lock the door if you unlocked it. Observe all safety precautions as labeled on product and as directed in the Safety Data Sheet (SDS). Current recommended wait time for disinfectant to clean is ten (10) minutes unless otherwise directed by Supervisor.

### **DUST FLAT SURFACES AND HIGH DUSTING**

Equipment needed: lambs' wool wand, dust-cloth.

- Dust flat surfaces using lambs' wool wand or dust cloth.
- Use lambs wool wand, with extension pole if necessary, for high dusting of ceiling corners, light lenses, vents, and top of lockers.

### **CLEAN LOCKER BENCHES**

Equipment needed: Green Earth daily disinfectant, Wypall/ Tuff mate, spray bottle, trash receptacle, latex gloves, pail of water.

- Spray Green Earth daily disinfectant thoroughly onto surfaces.
- Wait for cleaner to disinfect and wipe dry.
- Dispose of wipe.

### **CLEAN WATER FOUNTAIN**

Equipment needed: Wipes, Green Earth daily disinfectant, and Best Bet.

- Spray Green Earth daily disinfectant and wait for cleaner to disinfect and then wipe.
- Clean entire water fountain paying special attention to drains and spout.
- Let water run for two minutes



### **PROJECT CLEAN WATER FOUNTAIN WITH BEST BET**

- Clean entire water fountain paying special attention to drains and spout.
- Let water run for 30 seconds.

### **EMPTY TRASH CONTAINER**

Equipment needed: liner, trash barrel and gloves.

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

### **CLEAN LOCKERS, PARTITIONS AND DOORS**

Equipment needed: Green Earth daily disinfectant, Wypall/Tuff mate, spray bottle, trash receptacle, and latex gloves.

- Spray Green Earth daily disinfectant onto surfaces.
- Wait momentarily for cleaner to disinfect and wipe dry.
- Dispose of wipe.
- Check door hinges.
- Clean metal door hardware with clean wipe.
- Dispose of wipe

### **WET MOP RESTROOM FLOORS (CERAMIC TILE)**

Equipment needed: broom, wet floor sign, bucket, wringer, dust pan, cotton mop (blue), and Green Earth Disinfectant.

- Put out wet floor signs near area of work
- Sweep edges and corners with broom and dispose of dirt/debris.
- Fill bucket ½ full of solution from dispensing system using Green Earth Disinfectant.
- Wet mop-head and wring out.
- Mop floor in a figure 8 motion.
- Return mop to solution bucket and wring after mopping each 6ft. x 6ft. area.
- Repeat until floor is clean.
- Clean mop and bucket and store properly.
- Remove Wet-Floor signs when floor is dry.



**CLEAN TRASH CONTAINERS**

Equipment needed: Green Earth daily disinfectant, Wypall/ Tuff mate, spray bottle, liner, latex gloves.

- Remove trash and replace liner.
- Spray disinfectant thoroughly onto surfaces.
- Wait for cleaner to disinfect and wipe dry.
- Spray Push #133 deodorizer to treat for odor.

**Developed by: Buildings & Grounds Management**

**Approved by:**

DocuSigned by:  
*Linda Corley*  
228EEA758892481...  
Linda Corley  
Coordinator  
Building Services

DocuSigned by:  
*Brenda Rivers*  
18192BA1482C4A0...  
Brenda Rivers  
Coordinator  
Building Services

DocuSigned by:  
*Philip Etheridge*  
42C250CF9E34403...  
Jeff Etheridge  
Director  
Buildings and Grounds Management

DocuSigned by:  
*Christopher Martin*  
D5F9973754834E8...  
Christopher Martin  
Assistant Vice President  
Facilities Management