

CUSTODIAL TRAINING GUIDE



RESTROOM CARE



Objectives and Materials



- The purpose of rest room care is to eliminate germs from fixtures and provide a safe environment for the users.
- Rest room care is a priority and should be done nightly.
- Materials needed include:
 - disposable gloves
 - several disinfectant cleaners for the fixtures and floors
 - antibacterial glass cleaner
 - Wipes, towels and/or clean rags
 - toilet brushes and cleaner
 - garbage bags
 - a mop, brush and bucket
 - a dust mop
 - wet floor signs
- Several items will need to be checked or replaced *nightly*.
- They include:
 - Toilet paper rolls
 - Paper towels
 - ✦ single and/or double fold
 - Soap refills (as needed)
 - Air freshener replacements (as needed)





Safety



- Your personal safety and the safety of those using the facility is crucial.
- Always wear gloves when cleaning restrooms.
- Read and follow all instructions on products you are using.
 - *Disinfectants/Antibacterial cleaners have specific instructions and must be followed precisely for the product to be effective.*
- Make sure exhaust vents are operating and open doors to avoid chemical fume build up.
- **Do not mix products together.**
- **Avoid using bleach.**
- Place wet floor signs around the area.





Cleaning Procedure



- Gather all the necessary items and place them on your cart to avoid several trips to the closet.
- Place wet floor signs around the area to let people in the building know that the rest room is not available for use.
- Dust mop the entire rest room.
 - Under sinks, stools, garbage cans, etc.
- Use the brush and bucket to liberally apply clean water to these areas:
 - sinks, backsplashes,
 - Walls, under and around the soap and paper towel dispensers,
 - toilets, urinals and pipes.





Cleaning Procedure continued...



- Spray the disinfectant cleaner on and around *all fixtures including the sinks, stools, urinals, stall doors, door handles, toilet paper dispensers, handicap railings, etc.*
- Let the disinfectant sit for the recommended amount of time (usually 5-10 minutes).
- Reapply the disinfectant to these areas, then wipe them clean with a cleaning wipe or clean rag.





Cleaning Procedure continued...



- Apply glass cleaner to mirrors, metal paper towel dispensers, door handles etc. and wipe them clean.
- Replenish paper towels, toilet paper rolls and soap bags as needed.
- Empty garbage and feminine napkin disposal units, then spray them with disinfectant and wipe clean.





Cleaning Procedure continued...



- Apply a liquid toilet bowl cleaner to the toilets and let it stand for several minutes.
- Scrub the bowl thoroughly with the toilet bowl brush.
 - Use the same procedure for urinals. Unless the urinal is a **WATERLESS URINAL**. These have different cleaning guidelines, check with your Supervisor for further instructions.
 - Flush the toilet/urinal when finished
- Wet mop the entire rest room floor.
 - Make sure to add disinfectant to mop water.
- Let floors dry thoroughly.
- Spray an aerosol disinfectant in the rest room to remove airborne germs.
- Perform a final check of the rest room.





Special Considerations



- Wear gloves.
- Floor drains should be cleaned as needed.
 - *Make sure the floor drains are recharged with fresh water 3 times per week.*
- Heating and air conditioning vents should be periodically cleaned with a duster and a portable vacuum.
- Corners where the mop does not reach should be sprayed with disinfectant and wiped clean with a clean rag or paper towels.
- Dispose of all used water.
- Rinse out and disinfect all buckets, brushes and mops used.
- Mop heads can be reused if they are properly disinfected.
- Soiled mop head should be sent to the laundry as needed or discarded if they are not reusable.
- All equipment used should be returned to the custodial closet.



Summary



- Gather the items needed and wear gloves.
- Place wet floor signs outside the door.
- Dry mop the rest room.
- Use the brush and bucket to apply clean water to *all fixtures*.
- Spray disinfectant on all fixtures and let stand 5 to 10 minutes.
- Reapply disinfectant and wipe clean.
- Apply glass cleaner to mirrors and chrome, wipe clean.
- Check and replenish toilet paper, paper towels and soap containers.
- Empty garbage and feminine napkin canisters.
- Apply liquid toilet bowl cleaner, let stand and scrub.
- Wet mop the entire rest room.
- Let floors dry thoroughly.
- Spray aerosol disinfectant air freshener.
- Perform final check and put room back in service.

