

RESTROOM PROCEDURES

from ISSA and Enter Your Company

- Restrooms are the #1 source of complaints—keep them clean!
- The purpose of restroom cleaning is to maintain clean, hygienic and attractive restrooms.
- Use the proper personal protective equipment for each cleaning task you perform.
- Be sure to maintain MSDS sheets on all chemicals.
- Be sure to completely stock your restroom cart with all necessary supplies to save time.
- Restroom floors should be cleaned with approved germicidal detergent.
- Always use clean water when mopping restroom floors.
- Use different tools in the different areas of a restroom to avoid cross-contamination.
- Use “black lights” to reveal areas that need further cleaning.
- Use the correct chemicals when cleaning restrooms to avoid “burning” the vitreous china (surface of toilets and urinals).
- To remove “rust stains” (rings) in toilets and urinals, rub a pumice stick back and forth on the stain.
- Be sure to empty, remove, and replace restroom trash liners each day.
- Be sure to fill dispensers with the correct size paper or soap products and secure when done.
- Clean up all equipment, wash and hang mops to dry and wash hands when done.
- If restroom odor persists, pour a ½ gallon or 2 liter of water mixed with a scented neutral cleaner down the floor drain.

HARD FLOOR DUST MOP PROCEDURES

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- Always use floor signs when working on floors.
- Use the proper personal protective equipment for each cleaning task you perform.
- The purpose of dust mopping is to remove dust, litter, and soil from floors or in preparation for wet cleaning.
- Do not lift the dust mop off of the floor when mopping.
- Clean dust mop by shaking it inside a plastic bag, or vacuum the trapped soil with the vacuum hose and dusting tool.

HARD FLOOR CLEANING & POLISHING PROCEDURES

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- Be sure to maintain MSDS sheets on all chemicals.
- Always use clean water when mopping (double bucket system preferred).
- Change cleaning solution when it becomes soiled or dirty.
- When mopping, always "cut-in" first (cutting-in is mopping edges & corners, keeping mop parallel to the wall).
- When mopping, keep heel of mop on the floor.
- Mop floors using "figure 8" pattern.
- Do not twist mop in wringer or mop fibers may pull loose.
- Be sure to "overlap" each pass of the mop.
- Burnishing floors gives them a "high gloss" look and extends the life of the floor finish.
- Spray buff floors to smooth and extend the life of floor finish.
- Keep bonnet pad clean by washing in clear water. Change pads if they are too dirty.
- The purpose of floor finish is to protect surfaces, and maintain clean, safe, attractive floors.
- When a finish is applied, you are actually maintaining the finish, not the floor itself.
- To save time, always line buckets with plastic bag.

SOFT FLOOR VACUUM PROCEDURES

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- Always use floor signs when working on floors.
- Use the proper personal protective equipment for each cleaning task you perform.
- Vacuuming helps to minimize and partially restore crushed pile in carpets.
- Vacuum with your eyes, not with your hands.
- Vacuum frequently in entrances and heavy traffic areas.
- Keep filter bag empty and clean. A 1/3 full bag will reduce cleaning by 50%.
- Beater bat must be in contact with floor surface to ensure soil is removed properly.
- Barrier (entranceway) mats should be used and vacuumed thoroughly every day to "trap" dirt.
- Pre-spot stains for easier cleaning.

SOFT FLOOR CLEANING PROCEDURES

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- Be sure to maintain MSDS sheets on all chemicals.
- Proper dilution of concentrated cleaners is essential.
- When spotting, always "blot" stains, never "rub".
- When using a rotary floor machine, use a circular pattern starting at the point furthest from the water surface.
- To clean using granules, sprinkle evenly, brush into carpet piles, and allow to remain on carpet until dry-then vacuum.
- Use cool or warm water to mix solution, never hot.
- Use carpet drying fans to speed up drying time.
- Store mop bucket upside down to keep it free of dust, trash, and rust.

GENERAL PROCEDURES

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- Clean for health first, then appearance.
- Always keep the custodial closet, equipment, and supplies clean.
- Be sure to use the correct product for the correct cleaning application.
- Never mix chemicals together. It is dangerous and could be deadly.
- Mold or Mildew usually is caused by damp, stagnant air. Make sure there is proper ventilation and use a disinfectant cleaner that is effective against mold.
- When cleaning mirrors, start in one corner and work from right to left using circular cleaning motions.
- When cleaning windows using a squeegee, area being cleaned must be wet and kept wet.