

# West Coast Maintenance Materials Co.

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## Procedure for Cleaning Restrooms (Daily)

### Tools & Materials Needed:

1. Bowl Cleaner and bowl swab
2. Towels and sanitary napkins
3. Glass cleaner
4. Disinfectant cleaner
5. Push broom, mop, bucket and wringer
6. Soft cloth
7. Gloves and goggles

### Procedures:

1. Put on gloves and goggles.
2. Sweep floors thoroughly.
3. Empty ashtrays and wastebaskets.
4. Clean and disinfect soap dispensers, towel cabinets, and sanitary napkin dispensers and refill units.
5. Clean toilets and urinals with bowl cleaner. 6. Clean walls and wall partitions with disinfectant cleaner.
7. Clean mirrors with glass cleaner.
8. Clean and disinfect all sink tops and bottoms with disinfectant cleaner.
9. Clean kickplates on doors, door handles, light switches and spot clean doors with disinfectant cleaner.
10. Fill mop bucket with hot water and add proper amount of disinfectant cleaner and mop floor.
11. A pump up sprayer works well for mopping restrooms, if you prefer. Fill mop bucket with hot water only; fill pump up with properly diluted disinfectant cleaner.
12. Spray around base of all toilets and under all urinals.
13. Spray rest of the floor, wring out the rinse mop, and pick up the solution you sprayed down. The restroom will smell clean and fresh.