

Muskogee Public Schools

Custodial Procedures for Restroom Care

RESTROOM CARE

PURPOSE

- A. Provide a healthy, clean, odor free restroom that contributes to a positive overall impression of the facility.

TOOLS AND MATERIALS NEEDED

- A. Proper protective equipment (gloves and eyewear as needed).
- B. "Wet floor" signs.
- C. Liners for waste receptacles, sanitary napkin liners
- D. Toilet paper, Towels
- E. Dust cloths
- F. Broom and dust pan.
- G. Trigger sprayer / Portable Bucket Fill
- H. Cloth hand towels
- I. Wet mop / and handle
- J. Bucket with wringer
- K. Bowl swab
- L. Products
 - 1. Disinfectant cleaner "Triad or Virex"
 - 2. Glass cleaner "Glance"
 - 3. Hand soap
 - 4. Toilet / urinal hard water cleaner "M 95"
 - 5. Drain Products "Consume"
 - 6. Material Safety Data Sheets for chemicals used

PROCEDURES

- A. Put on and proper protective wear. Always follow OSHA regulations and your site-specific exposure control plan.
- B. Place "Wet floor" signs.
- C. Look for Blood or body fluid, and clean with CDC-10 follow Exposure control plan.
- D. Inspect stools and urinals to make sure operational
- E. Pick up loose litter. Use the broom to sweep the floor and the dustpan to pick up dirt.
- F. Replace or refill towels, toilet tissue, and soap in dispensers.
- G. Replace light bulbs as needed
- H. Empty and disinfect the sanitary napkins disposal bins using and clean cloth. Use appropriate Blood Borne pathogen procedures if blood is visible.
- I. Empty and disinfect the wastebasket using "Triad" and a clean cloth.
 - 1. Tie the liner closed and carefully lift it out of the basket.
 - 2. Dispose of in the proper trash bag on cleaning cart.
 - 3. Spray inside and outside of wastebasket with "Triad"
 - 4. Allow to stand for 10 minutes.
 - 5. Place a new liner in wastebasket.
 - 6. Clean supply, return, and exhaust air vents

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- J. Starting furthest stall from the door from the door. Clean the toilets and urinals.
 - 1. Flush each unit.
 - 2. Plunge water down using bowl swab.
 - 3. Apply M-95 to interior of each unit using swab mop.
 - 4. Wipe down outside of each unit with "Triad" and a clean cloth. Be sure to clean under each unit.
 - 5. Spray the partitions / walls with "Triad" and wipe down.

- K. Using, "Triad". spray and wipe down:
 - 1. Sinks and faucets.
 - 2. Countertops
 - 3. Soap and towel dispensers
 - 4. Doors and door handles.

- L. Clean the mirror using "Glance" and a cloth

- M. Mop and sanitize the floor.
 - 1. Mix "Triad" in a clean bucket and a clean mop.
 - 2. Mop from farthest corner out. Be certain to clean corners and edges.

- N. Report any problems in area so a work order can be put on system

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CERTIFICATION QUIZ

RESTROOM CERTIFICATION QUIZ

Instructions: mark an x on the line that precedes the correct answer. Test can be duplicated or can be administered orally by a trainer or supervisor.

1. When cleaning a restroom, should you high dust before other cleaning steps...why?
 - a. Yes, so you don't have to use personal protective equipment.
 - b. Yes, because all the dust drops to the lower surfaces and can then be cleaned or picked up by the broom and dustpan.
 - c. No, first you disinfect surfaces.

2. Hand contact surfaces should be sanitized a minimum of:
 - a. Daily
 - b. Every other day
 - c. Weekly

3. Hazard Communication Program is also known as the Right to Know Program.
 - a. True
 - b. False

4. Should you spray a light switch with a liquid disinfectant cleaner...why?
 - a. No, spray the cloth and wipe the light switch.
 - b. Yes, for thorough disinfecting.
 - c. No, we do not disinfect light switches.

5. It is not important to read the MSDS as long as you read the label on the product.
 - a. True
 - b. False

6. If the trash can is too full, just press the trash down with your hands and tie the bag.
 - a. True
 - b. False

7. MSDS stands for Material Safety Data Sheet.
 - a. True
 - b. False

8. After you clean the restroom, spray some non-acid bowl cleaner in the toilet and leave it so the restroom smells fresh.
 - a. True
 - b. False

9. You don't have to worry about Bloodborne Pathogens if you don't work in the health care industry.
 - a. True
 - b. False

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10. Wall partitions are only cleaned:
- When they are dirty.
 - On a regular schedule.
 - Both of the above.
 - Daily
11. If your supervisor assigns you the job of cleaning in the restroom, gloves are the only personal protective equipment required.
- True
 - False
12. After cleaning the inside of the toilet, you should use the bowl swab to clean the seat and tank to save time.
- True
 - False
13. It is not necessary to allow the disinfectant to stand on the surface. Just a spray and wipe with a cloth will be satisfactory.
- True
 - False
14. If you see what you think is blood on the floor, what is the proper way to clean it?
- Spray with disinfectant and wipe up with a clean rag.
 - Apply CDC-10 , Absorb, clean, re-apply proper disinfectant, allow to air dry place absorbent and rags in trash container labeled.
 - Spray with a neutral disinfectant, wipe with a clean rag, and put rag in trash.
15. When you clean toilets and urinals, it is not necessary to wear safety glasses.
- True
 - False
16. You don't have to disinfect the faucets and flush handles. Someone else is just going to touch them anyway.
- True
 - False
17. It is always best to spray the bowl cleaner in to the bowl then swab it around. It gives you more product to work with.
- True
 - False
18. You should only use a disinfectant cleaner if a surface is visibly soiled.
- True
 - False

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19. When you are spot mopping, it is not necessary to put up "Wet Floor" signs.

- a. True
- b. False

20. If stool is stopped up, flush until it overflows?

- a. True
- b. False

For Trainer Use Only:
Score _____/20

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COMPETENCY EVALUATION

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RESTROOM CARE

I have evaluated the work and performance of _____
from _____ through _____. It is my professional
opinion that _____ is knowledgeable in the RESTROOM CARE
procedures manual and follows it in his/her daily routine.

Print Name: _____ Title: _____

Signature: _____ Date: _____