

RESTROOM CLEANING PROCEDURES

Daily Cleaning

Equipment and Materials

- Microfiber Cloths (Red & Green)
 - Microfiber Glass Cloth (Blue)
 - Microfiber Looped Mop & Handle
 - Johnny Toilet bowl mop
 - Mop Bucket
 - Scrubbing Sponge
 - Lobby Broom
 - Lobby Dust Pan
 - Blue Microfiber Duster
 - Ladder
 - Gloves
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Chemicals

- H2Orange2 Hyper-Concentrate 112 – **Heavy Duty (Red Bottle)**
 - H2Orange2 Hyper-Concentrate 112 – **Light Duty (Green Bottle)**
 - Envirox Mineral Shock
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Restock Supplies

- Toilet Paper
- Paper Towels
- Trash Can Liners
- Feminine Hygiene Box liners
- Tampons/Feminine Pads
- Seat Covers
- Soap
- Light Bulbs

Procedures and Practices of Daily Cleaning

Preparation

- Get microfiber cloths and mops:
 - **Red Microfiber Cloths (Heavy Duty)**
 - **Green Microfiber Cloths (Light Duty)**
 - **Blue Cleaning Cloth (Mirrors & Windows)**
 - Put on gloves before starting
 - Ensure you have necessary supplies to clean and restock restroom
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1. Trash & Restocking

- Pick up debris from floors using lobby broom and dust pan
 - Empty trash and replace liners as needed
 - Clean exterior of trash cans when needed
 - Restock all restroom supplies
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2. Toilets & Urinals

- Spray all toilets, urinals, and surrounding areas with **Heavy Duty (Red)**
 - Allow **5-minute dwell time** (surface must remain wet)
 - Clean using **RED microfiber cloth only**
 - Use scrubbing sponge for heavy soil
 - Wipe under toilet bowl
 - Use **Johnny mop inside toilets/urinals only**
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3. Sinks & Fixtures

- Spray sinks and fixtures with **Heavy Duty (Red)**
 - Allow dwell time as needed
 - Wipe clean using **GREEN microfiber cloth**
 - Use scrubbing sponge for heavy buildup
 - **Weekly:** use Mineral Shock and rinse thoroughly
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4. Mirrors & Glass

- Spray **Light Duty (Green)** onto surface
 - Wipe using **Blue microfiber glass cloth**
 - Allow to air dry (streak-free finish)
 - Use squeegee for large mirrors/windows
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5. Walls & Partitions

- Spot clean using **Heavy Duty (Red)**
 - Use scrubbing sponge for heavy soil
 - Remove graffiti immediately using **Hillyard GR-1000 Graffiti Remover**
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6. Floors

- Mop floors using **Floor Duty (Yellow) only**
 - Use microfiber mop for best results
 - May need to mop heavier soiled area more than once
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7. Disinfection (Touch Points)

- Apply **Heavy Duty** to all high-touch areas:
 - Door handles
 - Light switches
 - Faucet handles
 - Flush handles/buttons
 - Soap dispensers
 - Paper towel dispensers
 - Toilet paper dispensers
 - Keep surface wet for **required dwell time (5 minutes)**
 - Wipe with green microfiber cloth after dwell time
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8. Additional Tasks

- Replace burned-out light bulbs
 - Always perform work on a ladder safely
 - Make sure ladder is on a dry and level surface

- Never use top rungs of the ladder
 - Inspect ladder before use
 - Ask for help if needed
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Weekly Tasks

- Dust vents, partitions, and high areas
- Use blue duster with handle
- Extension duster
- Use ladder if needed

Please do not vacuum vents, as it is not an effective method for cleaning or removing dust.

Monthly Tasks

- Use **Mineral Shock** for remove hard water stains Apply to surface for:
 - Toilets
 - Urinals
 - Sinks
 - Allow **2 minutes dwell time**, scrub with green scouring pad or pumice stone, and rinse thoroughly with water.
 - Make sure to rinse surfaces after soil is removed. Prolonged contact can cause damage. Do not use on marble or polished granite surfaces.
 - Request pumice stone from Support Crew (only use on porcelain).
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Key Reminders

- **Red Solution and Red Microfiber Cloths = Toilets/Urinals ONLY (Heavy Duty)**
- **Green Microfiber Cloth = General Cleaning, touch points, dispensers, sink, etc.**
- **Blue Cleaning Cloth= Mirrors and Windows**
- **Yellow Solution = Floor Setting (Floor Duty)**
- **Do not use bleach to clean**
- Always follow **5-minute dwell time** for Heavy Duty cleaning
- Prevent cross-contamination at all times
- Report any maintenance or repair issues immediately

Do not use any non-district chemicals to clean.

