

CLEANING PUBLIC RESTROOMS SOP

ACRONYMS

PPE - Personal Protective Equipment.
 SOP - Safe Operating Procedure.
 SDS - Safety Data Sheet.

PPE



HAZARDS - What can cause harm?

- ▲ Dust
- ▲ Insects
- ▲ Needles/syringes
- ▲ Contact with the public
- ▲ Cleaning chemicals
- ▲ Slippery surfaces
- ▲ Manual Handling

PRECAUTIONS

- All operators are trained and competent to clean public restrooms safely. Operator training should include:
 - Workplace induction
 - Safe operating procedures
 - Nature of hazards
 - Fitting of PPE
 - Manual handling
 - Housekeeping
 - First Aid

SIGNAGE



Consult
SDS Sheet



CLEANING CHEMICALS

- Only dilute what is necessary for use at the time
- Use appropriate containers – (color codes)
- Wash hands after use and before eating, drinking, and smoking
- Ensure floor cleaner is non-slip
- Ensure SDS accessible to work site
- Do not spray chemicals onto surfaces. Spray directly onto cloth.

NEVER use food or drink containers for decanting or storing chemicals.

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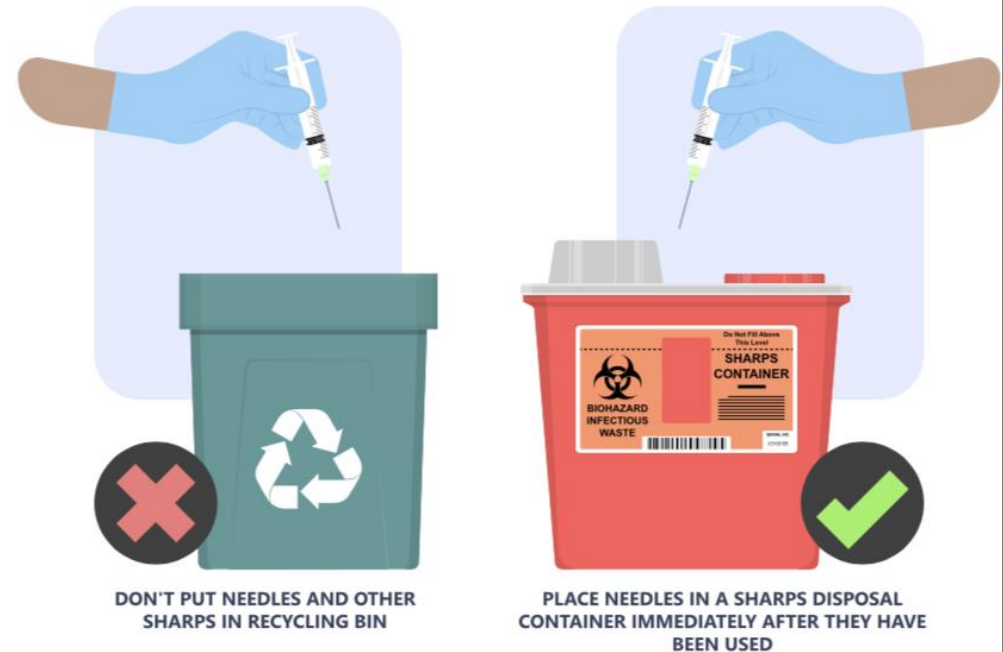
PREPARATION

- Cleaning trolley supplies and safety equipment:
 - Spray cleaning agents
 - Wet mop, bucket with wringer
 - Liners for waste bin
 - Broom & dustpan
 - Clothes (color-coded)
 - Cleaning brushes
 - Sharps container
 - PPE
 - Signage
 - Hand Soap
 - Paper Towel
 - Toilet tissue
 - Glass Cleaner

OPERATION

1. Wear prescribed PPE
2. Place “Closed for Cleaning” or “Caution – Wet Floors” sign at the restroom entry
3. Inspect the area for any items such as syringes, trash, lost property, etc.
 - a. Dispose of syringes in an approved sharps disposal container
 - b. Trash into rubbish bin
 - c. Lost property to Centre Management
4. Inspect restroom for damage or required repairs
5. Refill soap, toilet tissue, and paper towel dispensers
6. Dust vents, lights, ceiling and window ledges
7. Sweep the floor from the furthest point to the entry, dispose of debris in the rubbish bin
8. Treat toilets and urinals:
 - a. Lift toilet seats and apply Bowl Cleaning agent around the rim of the bowl and in the bowl
 - b. Apply Bowl Cleaning agent to the urinal
 - c. Allow cleaning agent a few minutes to work before scrubbing with the toilet brush and flushing them with clean water

HOW TO DISPOSE OF USED NEEDLES OR SHARPS



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9. Spray cleaning agent onto cloth and wipe over the cistern, toilet seat, and exterior of the bowl. Be sure to start with the flush button/handle so as not to contaminate it
10. Sinks, countertops, and mirrors:
 - a. Apply cleaning agent to cloth, scrub sink, tapware, and countertops, rinse with clean water, then wipe over with a clean, dry cloth
 - b. Apply glass cleaner to mirrors and wipe clean with a clean, dry cloth
11. Refill toilet tissue, soap, and paper hand towel dispensers
12. Empty rubbish bin and replace with a new bin liner
13. Walls, partitions, doors, and fixtures – apply a cleaning agent to cloth and wipe over, remove excess with a clean, dry cloth
14. Mop floors starting at the farthest point of the restroom and move toward the exit point
15. Remove caution signs once the floor surface is dry and reopen the restroom.

ENSURE:

- ✓ Tasks are undertaken following manual handling risk controls and using the equipment provided
- ✓ Regular breaks are taken where relevant workers can stand up/stretch (especially if working in awkward/cramped positions)
- ✓ To implement controls, such as job rotation between different jobs for long-duration tasks
- ✓ Use a courteous manner with members of the public
- ✓ To use adjustable handles on equipment correctly to ensure upright posture as much as possible. Avoid over-reaching.

DO NOT:

- ✗ Leave equipment unattended. Ensure trolley, buckets, and chemicals are always within sight when the public is present
- ✗ Handle broken glass directly. Use dustpan and brush to collect broken glass, wear gloves and dispose of safely (wrap broken glass before disposal, place in designated glass disposal bin)
- ✗ Place hands where vision is restricted (behind toilets etc.). Only reach into fully visible areas
- ✗ Carry waste bags next to the body as they may contain sharps. Use tongs to pick up needles and dispose of them in Sharps Disposal Unit
- ✗ Engage persons who may be aggressive. Leave the area and report to the supervisor immediately.

END OF SHIFT:

1. Return cleaning trolley to storage
2. Clean all equipment such as buckets and brushes etc.
3. Replenish the trolley with items needed for the next shift
4. Hang mops to dry
5. Send cloths to the laundry.

