# **GFNY Restrooms Training Manual**

**Environmental Services – ESFM Tesla GFNY**

## **📌 Purpose**

This manual defines **training requirements, daily duties, and QR compliance process** for EVS personnel assigned to **Restroom and Shower zones**. Restrooms are **high-traffic, high-priority areas** where cleanliness, odor control, and stocking are essential to Tesla GFNY standards.

## **✅ Zone-Specific Training Tasks**

* **Kaivac Machine Use**
  + Proper setup, operation, and shutdown of Kaivac machines for deep cleaning.
  + Focus on stalls, urinals, sinks, and floors.
* **Dispenser Restocking**
  + Toilet paper, soap, hand towels, feminine products, and air fresheners.
  + Always verify all dispensers are functional and filled.
* **Odor Control**
  + Check air quality throughout the shift.
  + Replace urinal screens, fresheners, or use odor-control protocols as needed.
* **Surface Disinfection**
  + Clean and sanitize stall doors, partitions, sinks, counters, mirrors, and all high-touch points.
  + Polish metal fixtures until streak-free.
* **Trash & Sanitary Disposal**
  + Empty all trash receptacles and feminine hygiene bins.
  + Replace liners and sanitize bin exteriors.

## **📱 QR Process (Exit-Only Compliance)**

1. **Scan on Exit Only (Completion Rule)**
   1. Scan the QR code **only when zone work is fully completed** and you are leaving.
   2. Do **not** scan on entry.
2. **Every Assignment Requires a Scan**
   1. Each completed round requires a scan on exit.
   2. Missed scans = missed zone in EVS X-Ray compliance.
3. **Use Notes for Issues**
   1. Report supply shortages, damages, odor issues, or safety hazards in the Notes field.
   2. Example: “Soap dispenser broken,” “Odor issue in Men’s 3,” “Leaking faucet.”
4. **Automatic Alerts**
   1. Notes generate **real-time alerts** for Managers and Leads to address.
5. **Urgent Issues Protocol**
   1. Hazards (leaks, broken fixtures, floods) must be logged in QR Notes **and verbally reported** to a Manager/Lead immediately.

## **🎯 Standards to Remember**

* Restrooms must be **stocked, odor-free, and hazard-free** at all times.
* Mirrors, counters, and fixtures must be **streak-free and sanitized**.
* Floors must be **swept, mopped, and safe** (no puddles, no debris).
* QR scans are the **proof of service and compliance**.