

SOP-32 : Bathroom Operational Procedure Rev. A



Purpose : To clean and re-stock Bathrooms.

<input checked="" type="checkbox"/>	STEPS : To be performed BEFORE an event , DAILY during an event and at the END of an event.
<input type="checkbox"/>	Wear gloves : Clean food handling gloves or “bathroom cleaning designated” dishwashing gloves to protect your hands.
<input type="checkbox"/>	Prop the door open so people know the bathroom is being serviced.
<input type="checkbox"/>	Place any found items in “Lost and Found”.
<input type="checkbox"/>	Replace empty paper towel roll :
<input type="checkbox"/>	<ul style="list-style-type: none"> Dual Chamber Toilet Paper Dispensers : → Replace all empty toilet paper roll containers chambers (non Scott’s T.P.). Single Toilet Paper Dispensers : → Replace empty rolls and make sure one or more unwrapped rolls are conspicuously available. (Use Scott’s T.P. if available or equivalent core roll size)
<input type="checkbox"/>	Spray Door knob and Dual Chamber T.P. Dispensers with bleach solution and wipe down with separate bleach rag.
<input type="checkbox"/>	Mirror: Spray mirrors with glass cleaner and wipe down with a separate mirror rag and buff.
<input type="checkbox"/>	Sink: Spray sink faucet, knobs, counter and wash basin with bathroom cleaner and wipe down with sponge
<input type="checkbox"/>	Toilet:
<input type="checkbox"/>	<ul style="list-style-type: none"> Spray with bleach solution the toilet cover top and bottom, the toilet seat top and bottom and wipe down with paper towels. Clean bowl : Pour about 2 ounces (a small splash) of full strength bleach into the toilet bowl water then scrub the inside of the toilet bowl then flush.
<input type="checkbox"/>	Shower / Bathtub :
<input type="checkbox"/>	<ul style="list-style-type: none"> Remove hair, paper, debris, etc. including anything on the drain. Spray handles, shower head, walls and floor with bleach solution and wipe down. Spread out shower curtain to dry.
<input type="checkbox"/>	
<input type="checkbox"/>	Floor :
<input type="checkbox"/>	<ul style="list-style-type: none"> Remove any items like benches, mats and trash bins. Sweep floor (into a dust pan and discard). Mop floor using fresh, properly water diluted pine cleaning solution (¼ cup of Pine Sol per gallon of mop water). Replace items removed.
<input type="checkbox"/>	Remove trash bag and replace bag.
<input type="checkbox"/>	Remove door prop and turn lights off when finishes.
<input type="checkbox"/>	Put up a Wet Floor cone in bathroom until floor is dry.

I acknowledge I have read and fully understood the above Bathroom operation procedure and will perform these steps to the best of my ability.		Date
Print Name :		
Signature :		