

E+ Custodial Services



Daily Cleaning Task # 2 Restroom

ALL CUSTODIAL STAFF MUST USE APPLICABLE PERSONAL PROTECTIVE EQUIPMENT: GLOVES, MASKS, FACE COVERINGS. SEE CAMPUS OPERATIONS PLAN.

Task	Responsibility
Trash	Empty trash containers - replace liner if needed. Damp wipe exterior if needed. Remove contents from sanitary napkin boxes; replace liners and damp wipe if applicable. Remove large debris from floor. Remove trash to exterior location.
Light-Duty	Dust for cobwebs. Spot clean door(s), door handle (crash bars) and walls using germicidal solution. Remove any graffiti. Clean sinks (use specialty products as required). Clean mirrors and damp wipe all fixtures/dispensers/partitions. Clean toilet bowls and urinals using germicidal solution. Stock paper towels, toilet paper, toilet seat covers, hand soap and Modes dispenser where applicable. Damp wipe drinking fountains where applicable. Use "wet floor" signs when public is present. High dust monthly and dust vents weekly. Clean baseboards as needed.
Floor	<i>Tile and Linoleum:</i> Sweep/dust mop. Remove gum. Wet mop using germicidal solution. Change mop water daily and mop heads weekly. Solution in mop bucket should be germicidal.
Utility	Re-lamp as needed. Report any repairs needed.
NOTES:	<i>All surfaces touched by human hands MUST be cleaned with a SANITIZING solution.</i> Glass cleaner is suitable for glass only. <i>Secure all doors when leaving area.</i>

Daily Cleaning Task # 2 Restroom Supplies and Equipment Needed

- 1) *Mop bucket and wringer / wet mop*
- 2) *Toilet cleaner / wand*
- 3) *Broom / dustpan / brush*
- 4) *Doodle bug holder / pad*
- 5) *Cellulose scrub sponge*
- 6) *Putty knife*
- 7) *Restroom closed and caution wet floor sign*
- 8) *Pail or spray bottle of germicidal solution*
- 9) *Latex gloves*
- 10) *Terry cloth rags*
- 11) *Glass cleaner*
- 12) *Germicidal/Disinfectant/Sanitizer Cleaner*
- 13) *Specialty cleaner (if needed)*
- 14) *Toilet tissue / seat covers / roll towels / hand soap / sanitary napkin liners / Modes refills / poly liner(s)*