



Bathroom & Shower Cleaning Procedure - Daily (Outbreak Procedure)

FREQUENCY - Daily

MATERIALS & EQUIPMENT

- Broom and dust pan
- High duster
- Putty knife
- Trash liners
- Clean, dry cloths
- Scraper-for shower cleaning
- Spray bottle of aqueous ozone
- De-Limer (optional)
- Toilet bowl cleaner and brush/ johnny mop
- Paper products
- Mop Bucket & Mop filled with aqueous ozone
- **Clorox Disinfectant Wipes**

PREPARATION OF MATERIALS

Prepare spray bottle of aqueous ozone. Fill mop bucket with aqueous ozone.

PREPARATION OF THE AREA

The door to the rest room should be propped open with a closed sign posted, or some other indication given, that the area is being serviced, and is not to be used.

PROCEDURE

- 1) Knock on the door and loudly announce “Housekeeping” or “Custodial” Make sure that there are no occupants in the bathroom
- 2) Post “closed for cleaning” signs(s) and “wet floor” sign(s)
- 3) Dust all horizontal and vertical surfaces including all ventilation ducts.
- 4) Complete sweep all floor surfaces.
- 5) Remove hair, pieces of soap and other debris from drains. Completely remove trash - replace liner as needed.
- 6) Spray aqueous ozone on all surfaces to be cleaned. Allow solution to dwell for up to 60 seconds. Be sure to spray entire surface of sinks, urinals, toilets, shower stalls, all plumbing around and near these units, and the tile wall area around units.
- 7) Check all dispensers, including paper product, soap and any other, fill when necessary.
- 8) Clean and sanitize all touch surfaces including dispensers, door handles and stall doors,
- 9) Clean mirrors.
- 10) Clean shelving, stall dividers and spot clean walls, etc. with disinfectant cleaner.
- 11) After allowing the aqueous ozone to dwell, proceed with cleaning the fixtures. Scrub inside toilets and urinals. Be sure to scrub under lip of toilets. Use the bowl brush to scrub flush valves, behind and underneath toilets and urinals. Flush toilets and urinals. Then spray each with aqueous ozone and leave. Wipe the toilet seats dry with a clean microfiber rag. Scrub the sinks and sink fixtures, scrub clean the traps and plumbing underneath the sinks. Scrub, detail, and wipe all sink areas with a microfiber rag.
- 12) Inspect area for leaking valves, sticking handles, loose toilet seats and etc. Replace any lamps that are out. Submit work orders for any repairs that need to be made.



Bathroom & Shower Cleaning Procedure - Daily - continued (Outbreak Procedure)

13) Mop entire floor surface with aqueous ozone.

14) Using a Clorox wipe, wipe down door handles on stalls, door handle to bathroom, light switch (if applicable), counter surface, and sink faucets.

KEY NOTES

- Clean and sanitize sinks: top, sides, underneath basin, pipes
- Clean and sanitize urinals:
 - Using a clean cloth: clean top, sides, and pipes
 - Using a toilet bowl brush: clean inside and underneath lip
- Clean and sanitize toilets: seat, outside of bowl, inside of bowl using bowl brush, pipes, back including handle
 - Using a clean cloth: clean seat, outside of bowl, pipes, and back
 - Using a toilet bowl brush: clean inside and underneath lip
- Clean and sanitize shower stalls: Walls/partitions, Fixtures, Shower curtains, Doors and especially door handles
- Be sure to use clean or dry cloth to dry all chrome or stainless fixtures to avoid spotting
- When toilet bowls begin to have scaling - use a 9% acid bowl cleaner to help remove at least once per week
- Remove any lime build up around faucets and fixtures by using a de-limer and a small brush
- Disinfect major touch points including door handle, partition or staff door handles, light switches, counters, and sink faucets

CLEANUP

Spray mop bucket liberally with cleaning solution and rinse it thoroughly. Rinse and wring out mop head. Empty mop bucket and store in custodial closet. Launder the cloths used. Ensure that all spray bottles are labeled and stored properly.

SAFETY & PPE REQUIREMENTS

Required PPE includes gloves and OSHA approved non-vented safety goggles when using the Acidic Cleaners. OSHA approved safety glasses/goggles for all other chemical use. The exception is the use of Aqueous Ozone, which requires no eye protection, however, it is recommended. Recommended PPE includes safety signage. Use caution when spraying products.

NOTE: When cleaning a restroom in a Quarantine area, procedural masks, gowns and safety glasses or goggles must also be worn.

PERFORMANCE STANDARDS: APPA 1

All toilets and urinals should be clean and odor free. All surfaces should be free from buildup and rust stains Chrome should be bright and free from water marks. Time standards equal to 15 - 30 minutes per bathroom.



Bathroom & Shower Cleaning Procedure - Weekly (Outbreak Procedure)

FREQUENCY - Weekly

MATERIALS & EQUIPMENT

- Broom and dust pan
- Major Cleaning solution (in foaming gun)
- Deck brush, scrub brush, and toilet brush
- Floor squeegee
- High duster
- Hose with foam attachment
- Putty knife
- Mop bucket with wringer
- Trash liners
- Clean cloths
- Aqueous Ozone - to clean the floor
- **Clorox Disinfectant Wipes**

PREPARATION OF MATERIALS

Fill foam gun with Major Cleaning solution.

PREPARATION OF THE AREA

The door to the rest room should be propped open with a closed sign posted, or some other indication given, that the area is being serviced, and is not to be used.

PROCEDURE

- 1) Knock on the door and loudly and announce "Housekeeping" or "Custodial" Make sure that there are no occupants in the bathroom.
- 2) Post "closed for cleaning" signs(s) and "wet floor" sign(s).
- 3) Dust all horizontal and vertical surfaces including all ventilation ducts.
- 4) Complete sweep all floor surfaces.
- 5) Remove hair, pieces of soap and other debris from drains. Completely remove trash - replace liner as needed.
- 6) Connect hose to water tap and connect foam unit to hose.
- 7) Spray foam on shower stalls and scrub all surfaces with brush. Use the scraper on heavy soap build-up. Disconnect foam unit and rinse. Dry/polish shower fixtures with a dry rag.
- 8) Spray foam on sinks urinals, toilets, and all surfaces with a sponge or rag. Disconnect foam unit and rinse.
- 9) Scrub inside of toilet bowls and urinals with toilet brush/johnny mop.
- 10) Dry/polish outside of sinks, bathtub, urinals, toilets, and all other fixtures.
- 11) Clean mirrors.
- 12) Wipe dry all shelves, chrome, and piping.
- 13) Stock all paper products.
- 14) Spray foam on floor and scrub with deck brush.
- 15) Squeegee water and foam down the floor drain.
- 16) Disconnect foam unit and rinse floor using mop bucket filled with Aqueous Ozone.
- 17) Squeegee floor again.
- 18) **Using a Clorox wipe, wipe down door handles on stalls, door handle to bathroom, light switch (if applicable), counter surface, and sink faucets.**



Bathroom & Shower Cleaning Procedures - Weekly - continued (Outbreak Procedure)

KEY NOTES

- Do not spray foam on light fixtures, electrical outlets or light switches. This could result in serious injury or death
- Be sure to clean underneath the toilet and urinal rim. Also underneath the sink basin
- Use a microfiber rag to dry all chrome and/or stainless steel fixtures to avoid spotting
- Check room after completion for any missed items; i.e. cleaning requirements, supplies, etc.
- Disinfect major touch points including door handle, partition or staff door handles, light switches, counters, and sink faucets

CLEANUP

Spray mop bucket liberally with clean water and rinse it thoroughly. Rinse and wring out mop head. Empty mop bucket and store in custodial closet. Launder the cloths used.

SAFETY & PPE REQUIREMENTS

Required PPE includes gloves and OSHA approved non-vented safety goggles when using the Acidic Cleaners. OSHA approved safety glasses/goggles for all other chemical use. The exception is the use of Aqueous Ozone, which requires no eye protection, however, it is recommended. Recommended PPE includes safety signage. Use caution when spraying products.

NOTE: When cleaning a restroom in a Quarantine area, procedural masks, gowns and safety glasses or goggles must also be worn.

PERFORMANCE STANDARDS: APPA 1

All commodes should be clean and odor free. All surfaces should be free from buildup and rust stains; chrome should be bright and free from water marks. Time standards equal to 30 - 45 minutes per bathroom.



DAILY TASKS - BY ROOM TYPE

(Outbreak Procedure)



Lounge/Den Cleaning

1. Straighten up or reset furniture to proper location
2. Wipe down all horizontal surfaces with aqueous ozone including
 - a. Tables
 - b. Window ledges
 - c. Wall hangings
 - d. Chairs
 - e. Convectors/vents
 - f. Lamps
 - g. TV's
3. Clean all glass - windows and doors
4. Empty trash and recycling containers
 - h. Change bags if needed
 - i. Clean container if needed
5. Spot wash walls
 - j. Yearly - walls are fully washed
6. Check lights to ensure proper working order
 - k. Change any burnt out bulbs
 - l. Wash light fixture covers yearly
7. Vacuum carpets
 - m. Vacuum edges weekly
8. Sweep and Mop hard floors with aqueous ozone
9. Spot extract furniture and carpets as needed
10. Disinfect light switches and door handles using Virex 265 (Requires wearing safety glasses or goggles)

Kitchen Cleaning

1. Wipe down all horizontal surfaces with aqueous ozone including
 - a. Tables
 - b. Counters
 - c. Appliances
 - d. Window ledges
 - e. Furniture
2. Empty Trash and Recycling containers
 - a. Change bags if needed
 - b. Clean container if needed
3. Check lights to ensure that they are working
 - a. Change any burnt out bulbs
 - b. Wash light fixture covers yearly
4. Spot wash walls
 - a. Yearly - walls are fully washed
5. Straighten up or reset tables and chairs as needed
6. Sweep & Mop floor using aqueous ozone
7. Disinfect light switches and door handles using Virex 265 (Requires wearing safety glasses or goggles)



Elevator Cleaning - including elevator lobby

1. Wipe down all horizontal surfaces with aqueous ozone or stainless steel cleaner including
 - a. Doors - inside and out
 - b. Call buttons
 - c. Railings
 - d. Display cases
2. Sweep and mop floor
3. Clean debris from elevator door tracks
4. Clean light fixtures as needed
5. Replace light bulbs as needed
6. Disinfect elevator buttons using Virex 265 (Requires wearing safety glasses or goggles))

Hallway Cleaning - Carpeted areas

1. Wipe down all horizontal surfaces with aqueous ozone including
 - a. Tables
 - b. Window ledges
 - c. Wall hangings/Display cases
 - d. Convector/vents
2. Clean all glass - windows and doors
3. Clean drinking fountain
4. Spot wash walls
 - a. Wash fully once yearly
5. Check lights to ensure proper working order
 - a. Change any burnt out bulbs
 - b. Wash light fixture covers yearly
6. Spot clean furniture
7. Vacuum carpets
 - a. Edge on a weekly basis
8. Spot clean carpets

Hallway Cleaning - Hard floor areas

1. Wipe down all horizontal surfaces with aqueous ozone including
 - a. Tables
 - b. Window ledges
 - c. Wall hangings/Display cases
 - d. Convector/vents
2. Clean all glass - windows and doors
3. Clean drinking fountain
4. Spot wash walls
 - a. Wash fully once yearly
5. Check lights to ensure proper working order
 - a. Change any burnt out bulbs
 - b. Wash light fixture covers yearly
6. Spot clean furniture
7. Dust mop floor
8. Wet Mop or Auto scrub floor



Classroom Cleaning

1. Straighten up or reset furniture to proper location
2. Wipe down all horizontal surfaces with aqueous ozone including
 - a. Tables
 - b. Window ledges
 - c. Wall hangings
 - d. Chairs
 - e. Convector/vents
 - f. Lamps
3. Clean all glass - windows and doors
4. Clean white board(s)
5. Empty trash and recycling containers
 - a. Change bags if needed
 - b. Clean container if needed
6. Spot wash walls
 - a. Wash fully once yearly
7. Check lights to ensure proper working order
 - a. Change any burnt out bulbs
 - b. Wash light fixture covers yearly
8. Vacuum carpets or Sweep and Mop hard floors
 - a. Edge carpets on weekly basis
9. Spot extract furniture and carpets
10. **Disinfect light switches and door handles using Virex 265 (Requires wearing safety glasses or goggles)**

Office Cleaning - including TLCs & Conference rooms

1. Remove all trash and recycling
 - a. Change bags if needed
 - b. Clean container if needed
2. Wipe down desk areas with aqueous ozone
3. Wipe down phones with aqueous ozone
4. Wipe down all horizontal surfaces with aqueous ozone including
 - a. Shelves
 - b. Cabinets
 - c. Window ledges
 - d. Convector/vents
 - e. Wall hangings
5. Clean all glass - doors and windows
6. Replace any burnt out lights
7. Spot wash walls
 - a. Wash fully once yearly
8. Weekly: clean computer screens of smudges/fingerprint
9. Vacuum or sweep and mop floors
 - a. Edge vacuum weekly
10. **Disinfect light switches and door handles using Virex 265 (Requires wearing safety glasses or goggles)**



Music Room Cleaning

1. Fill Piano - if applicable
2. Straighten up or reset furniture to proper location
3. Wipe down all horizontal surfaces with aqueous ozone including
 - a. Tables
 - b. Window ledges
 - c. Wall hangings
 - d. Chairs
 - e. Convector/vents
 - f. Lamps
4. Clean all glass - windows and doors
5. Empty trash and recycling containers
 - a. Change bags if needed
 - b. Clean container if needed
6. Spot wash walls
 - a. Wash fully once yearly
7. Check lights to ensure proper working order
 - a. Change any burnt out bulbs
 - b. Wash light fixture covers yearly
8. Vacuum carpets or Sweep and Mop hard floors
 - a. Edge carpets on weekly basis
9. Spot extract furniture and carpets
10. **Disinfect light switches and door handles using Virex 265 (Requires wearing safety glasses or goggles)**

Trash & Sink Room Cleaning

1. Empty all trash and recycling containers, changing out liners
 - a. Clean container if needed
2. Wipe down all horizontal surfaces with aqueous ozone including
 - a. Shelves
 - b. Tray carts
3. Spot wash walls
 - a. Wash fully once yearly
4. Clean sink
 - a. Scrub any stains as needed
5. Check lights to ensure proper working order
 - a. Change any burnt out bulbs
 - b. Wash light fixture covers yearly
6. Restock supplies
 - a. Cleaning chemicals
 - b. Trash liners
 - c. Broom, dust pan, mop, bucket
7. Ensure that proper signage is present
8. Sweep and Mop hard floors
9. **Disinfect light switches and door handles using Virex 265 (Requires wearing safety glasses or goggles)**



Stairwell Cleaning

1. Wipe down all horizontal surfaces
 - a. Railings
 - b. Convector/vents
2. Spot clean walls
 - a. Wash fully once yearly
3. Check lights to ensure proper working order
 - a. Change any burnt out bulbs
 - b. Wash light fixture covers yearly
4. Sweep stairs, landings, and risers
5. Mop stairs, landings, and risers

Resident Laundry Room Cleaning

1. Remove lint from all dryer lint traps
2. Wipe down all washer tops, insides & outsides, & doors
 - a. Include drum gasket - pull gasket back to clean underneath and around it
 - b. check drain hole
3. Wipe down all dryer fronts, tops, inside & outside, & doors
4. Open and spray down soap ports with vinegar and water - wipe them clean
 - a. Once per week, washer soap ports & dryer screens are to be removed, soaked in vinegar and water, wiped dry and put back
5. Wipe down counters & chairs
6. Dust all horizontal surfaces
 - a. Card readers
 - b. Door frames
 - c. Ledges
 - d. Convectors
7. Empty any trash and/or recycling containers and wipe off any tops of containers.
 - a. Wipe off any spillage on the sides
 - b. Bags should be changed out weekly
8. Remove any spots or spillage from walls
9. Change burnt out light bulbs
10. Sweep and mop the floor
11. Leave washer doors and soap port doors open when finished)
12. **Disinfect light switches and door handles using Virex 265 (Requires wearing safety glasses or goggles)**