

Post Coronavirus Washroom Cleaning Program Checklist

DAILY TASKS (Check mark each competed task daily)

Week of _____ /2020

WASHROOMS	MON	TUES	WED	THUR	FRI
PREPARATION					
Ensure you locate SDS binder/understand precautions	<input type="checkbox"/>				
Wear all appropriate PPE according to the SDS or local governments recommendations (COVID 19)	<input type="checkbox"/>				
Announce yourself BEFORE entering opposite gender washroom	<input type="checkbox"/>				
CLEANING / DISINFECTING PROCEDURES					
Place wet floor sign(s) or cleaning in progress signs	<input type="checkbox"/>				
Attempt to clean in perimeter or circular fashion from left to right following the walls reducing the number of steps or times in and out the door	<input type="checkbox"/>				
High dust ceiling vents, partition top edges, wall corners and light fixtures knocking dust to the floor	<input type="checkbox"/>				
Flush Bowls: lower the water level in bowls and apply your bowl cleaner or disinfectant. Apply disinfectant to outside surfaces and contact points	<input type="checkbox"/>				
Flush Urinals: remove screens and gross debris. Apply washroom cleaner or disinfectant to interior and exterior surfaces and contact points	<input type="checkbox"/>				
Rinse out sinks and pre-clean all taps, sinks and counter surfaces using your washroom cleaner	<input type="checkbox"/>				
Apply disinfectant to all contact surfaces, fixtures and dispensers respecting the proper dwell time according to your label. Buff/ Polish Clean	<input type="checkbox"/>				
Collect trash and disinfect exterior/ interior of receptacles	<input type="checkbox"/>				
Replenish all towel, tissue, soap, odour management and hand sanitizer dispensers, check for good operating functions	<input type="checkbox"/>				
Empty and replenish feminine hygiene receptacles	<input type="checkbox"/>				
Spot clean / Flat mop all interior/ exterior partitions / wall areas, doors, and flat mirrors	<input type="checkbox"/>				
Flush urinals and bowls for the final time and wipe clean and dry all contact points, levers, seats and porcelain surfaces	<input type="checkbox"/>				
Apply disinfectant cleaner to the floor areas, respect the dwell time, brush stained grout areas and damp mop rinse	<input type="checkbox"/>				
Allow floor to completely dry before returning to service	<input type="checkbox"/>				

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WASHROOMS CONT'D

QUALITY ASSURANCE & CLEAN UP

	MON	TUES	WED	THUR	FRI
Remove all closed for cleaning or wet floor signs when safe to do so	<input type="checkbox"/>				
Record any broken, dripping or leaking fixtures or vandalism issues or lighting problems	<input type="checkbox"/>				
Thoroughly wash arms and hands with hand soap and applying alcohol based hand sanitizer	<input type="checkbox"/>				
Close door turning lights off if this is the facilities policy	<input type="checkbox"/>				
Complete service check list(s)	<input type="checkbox"/>				

LABOUR & CLEANING EFFICIENCIES

Ensure your custodial cleaning cart is well stocked with all appropriate supplies and tools, pad and paper

Work in a circular fashion from left to right following the room perimeter. Washroom areas have different layouts and vary in size. We recommend fine tuning your cleaning route and staying as consistent for maximum cleanliness and coverage

Use pump up, handheld sprayers to apply cleaner and disinfectants

If using a trigger sprayer/ bottle , use a foaming trigger head for maximum surface coverage

Use a colour coded micro fibre cloth and charge bucket program

Use a double bucket mopping bucket/ wringer combination

Use a micro fibre tube mop for maximum product applied, achieving dwell times and solution pick up

Use a good quality bowl and urinal brush and hand scrub sponge

Use appropriate extension handles for high and low reach surface cleaning

Always have a good supply of clean micro fibre cloths for reducing cross contamination and polishing clean surfaces

Always ensure the concentrated cleaners and disinfectants are dilutes accurately for best results