



Restroom Cleaning Quick Reference Card

General Cleaning Rules

- Stock cleaning cart with supplies and equipment
- Clean from top to bottom
- Perform “dry” cleaning (i.e., dusting) procedures before wet ones
- Begin cleaning at the point furthest from the exit and work toward the exit
- Clean first, then use a disinfectant or germicide, if necessary, for specific areas
- Clean all surfaces daily, including urinals, toilets, and sinks
- Always wear appropriate personal protective equipment
- Follow the manufacturer’s recommendations for product use
- Police restrooms at a set schedule to ensure they remain clean

Typical Restroom Complaints of Building Occupants

- Empty dispensers
- Soiled bright work and fixtures
- Dirty mirrors
- Urine on walls and partitions
- Dirty HVAC vents
- Soil and debris littering the floor
- Dirty floor drains
- Graffiti
- Foul odors*

*Look for the cause - don't just treat the symptom. Cleaning well and removing soil should remove foul odors.

Surfaces and Areas Frequently Neglected

- Inside surface of stall doors
- Under toilet rim and urinal areas hidden from view
- HVAC air vents
- Floor drains
- High ledges
- Light fixtures
- Door knobs and handles
- Plumbing fixtures to sinks, toilets and urinals
- Areas behind toilets
- Difficult to reach areas on floors
- Corners of floors and walls

Worker Safety

- Know safety precautions, and proper handling and use of chemicals for each task. Never mix chemicals.
- Do not use chemicals on surfaces for which they are not intended.
- Always wear recommended safety equipment.
- Use an automated chemical dispenser/dilution system to dilute chemicals.
- Be trained for equipment use, chemical handling, and cleaning procedures for each task.
- Practice universal precautions when cleaning blood or bodily fluid spills, or soiled materials.

Cleaning Cart Check List for Restrooms

- **Cleaning Chemicals:**
 - Metal polish
 - Glass cleaner
 - General purpose cleaner
 - Bowl cleaner
 - Graffiti cleaner
- **Colored Microfiber Cloths:**
 - Yellow
 - Green
 - Blue
 - Red
- **Safety Equipment:**
 - Eye protection
 - Rubber/latex gloves
 - “Wet Floor” signs
 - “Closed for Cleaning” signs
- **Tools/Equipment:**
 - Microfiber dust mop or vacuum
 - Microfiber flat mop with mop heads
 - 20”/8’ foot extension microfiber duster
 - Mop bucket
 - Extended hand floor scraper/putty knife
 - Toilet mop/brush
 - Urinal mat bucket
 - Hand broom with dust pan
 - Scrub brush
- **Restocking supplies:**
 - Trash bags
 - Paper towels
 - Hand soap
 - Toilet paper rolls
 - Toilet set covers
 - Sanitary napkins/bags

Other(s):

- _____
- _____

Microfiber Cloth Color Coding

- Yellow** - flat surfaces
- Green** - dusting
- Blue** - mirrors and polished metal
- Red** - urinals and toilets

Collect dirty/soiled microfiber cloths in a bag and launder at the end of each shift according to the manufacturer’s recommendations. Never place microfiber cloths in a dryer—always hang to dry!



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Steps for Cleaning a Restroom

1. Verbally announce your intention to clean the restroom and place the “Closed for Cleaning” sign at the entrance.
2. Empty trash receptacle and replace liner, if torn or soiled.
3. Clean the outside of trash receptacles with a damp yellow microfiber cloth. Heavily soiled receptacles may require the spray and wipe method to remove soil.
4. Fill dispensers—toilet paper, hand towels, hand soap, sanitary napkins, toilet seat covers—and wipe them with a damp yellow microfiber cloth.
5. Spray sinks, counters and soap dispensers with cleaning solution, and wipe them clean with a damp yellow microfiber cloth. Make sure to clean dispenser nozzles—they are often hard to see, but accumulate soap residue.
6. Dry sinks, counters and soap dispensers with a clean, dry yellow microfiber cloth.
7. Vacuum or dust air vents with a green microfiber cloth or extended microfiber duster.
8. Clean toilets and urinals:
 - a. Only flush soiled bowls and urinals.
 - b. While wearing latex gloves, remove debris from the urinal screen. Place the urinal screen in a small pail with urinal screen cleaning solution.
 - c. Apply a bathroom cleaner or toilet bowl cleaner along the inside of the bowl and urinal rims, and apply a small amount of bowl cleaner to the toilet mop.
 - d. Use the toilet mop to swish and scrub around the inside of bowl of toilet or urinal as well as the rims.
 - e. When finished, flush the bowl/urinal to evacuate soiled water.
 - f. Rinse the toilet mop well in clean water, apply a small amount of bowl cleaner to the mop, and wash both sides of the toilet seat and lid as well as the outside of the toilet and urinal.
 - g. Flush the toilet/urinal and rinse the mop in clean water. With a well-rinsed toilet mop, wipe down the toilet seat and lid, and the outside of the toilet or urinal (report any damaged or malfunctioning toilets or urinals). Allow exterior surfaces to air dry or dry with a red microfiber cloth.
9. Replace the urinal screen.
10. While working around the restroom, spot clean walls, backsplashes, light switches, push plates, kick plates,

Steps for Cleaning a Restroom

- partitions, and hardware using a damp yellow microfiber cloth.
11. Inspect behind stall doors for soil and graffiti. If graffiti is present, try removing it with an OGS-approved cleaning product. If this does not work, select the most environmentally-sensitive specialty product possible.
 12. Clean all mirrors and polished stainless steel using a glass cleaner and blue microfiber cloth. Spray mirror from bottom to top with glass cleaner, keeping the spray several inches from the edges of the mirror. Wipe from top to bottom, ensuring coverage of the entire surface. After wiping the mirror, check it for spots and streaks.
 13. Clean all brushed stainless steel surfaces using a stainless steel non-abrasive paste cleaner and polish with a soft cotton cloth. Follow directions on product label, rinse well, and wipe dry.
 14. Dust ledges with a damp green microfiber cloth.
 15. Microfiber dust-mop or vacuum floor.
 16. Wash restroom floor:
 - a. Place “Wet Floor” sign outside of the restroom.
 - b. Wet mop floor with an OGS-approved general purpose cleaner. Mop corners and edges first, then clean the remaining area using a figure eight (8) motion—not forwards and backwards.
 - c. Remove the “Wet Floor” sign when the floor is dry.
 17. Perform custodial inspections of restrooms to ensure: dispensers are full; baseboards are clean; dust and soil are removed from all horizontal surfaces; debris and soil is removed from the floor; mirrors are clean; counters, sinks and fixtures are clean; toilets and urinals are clean; the floor is washed; and the trash is removed.
 18. Prepare the cleaning cart for the next day; fill bottles with cleaning solution; put extra liners on the cart; and launder microfiber cloths (following manufacturer’s recommendations) and hang them to dry.



**For additional information, visit the
New York State Green Cleaning Program website at:
Greencleaning.ny.gov
Or contact the OGS Environmental Services Units at:
518.408.1782**