



Restroom Cleaning Training Guide

A clean restroom sets the tone for a building's overall cleanliness and care, making a strong first impression on every visitor. At TamCare, we understand that restrooms require a detailed and systematic approach to maintain a healthy, fresh environment.

Our Restroom Cleaning Guide provides essential steps for both daily and periodic cleaning, equipping you with the skills to ensure each restroom reflects our commitment to hygiene and professionalism, every time.

OVERVIEW OF STEPS

1. Gather Supplies and Apply Personal Protective Equipment
2. Place "Wet Floor" signs.
3. Pick up Debris and Sweep Floor
4. Disinfect Surfaces
5. Replenish Supplies
6. Clean Glass
7. Complete Hard Surface Disinfections
8. Empty Trash
9. Damp Mop/Disinfect Floors

REQUIRED PRODUCTS

- 1 Glass Cleaner
- 2 Disinfectant
- 3 All Purpose Cleaner
- 4 Air Freshener
- 5 Specialty Cleaner

1 Gather Supplies & Personal Protective Equipment



Gather Supplies and Apply Personal Protective Equipment Gather necessary cleaning supplies as directed. Materials may include glass cleaner, disinfectants, specialty product, can liners, paper products, microfiber cloths, paper towels, broom and dustpan, swab-type toilet bowl brush, duster or dusting cloths, mop and bucket, and “Wet Floor” or “Out-of-Service” signs.

Anytime you clean with chemicals, make sure you use personal protective equipment, as directed on the Safety Data Sheets for the products being used.

2 Place “Wet Floor” Signs.



Next, place a “Wet Floor” sign outside of the restroom. If possible, also use a sign to indicate the restroom is closed for cleaning.

3 Pick up Debris & Sweep Floor



Begin by picking up any obvious trash or debris from the counters and floor. If you are scheduled for periodic high-dusting, this task should be completed at this time as well.

Next, sweep the floor, starting from the farthest point from the entrance and working your way out. Sweep debris into a dustpan and empty into the trash.

4 Disinfect Surfaces



Using a spray bottle and the Spartan disinfectant of your choice, spray: Soap and towel dispensers; Doorknobs and light switches; Sinks, faucets and countertops; Walls and partitions around toilets and urinals; and outside of toilets and urinals, including the toilet tank, toilet seat, flush handles and stall door latches. Do not forget to clean under these surfaces as well.

When disinfecting toilets and urinals, first flush them to be sure they are working properly. Inside the toilet bowl, use a bowl swab to remove the water from the bowl by forcing it over the trap. Press the bowl swab against the side of the bowl to remove excess water from the applicator.

Then, apply 1 to 2 ounces of restroom cleaner evenly onto the swab mob. Swab the entire surface area, especially under the rim where the water outlets are located. Do not flush.

For urinals: Remove any screens or blocks and follow the same procedure. Do not flush.

Allow all surfaces to remain wet according to directions on the product label. We will come back to these surfaces in step six

5 Replenish Supplies



Next, refill or replace hand soap, towels, toilet tissue, and hygiene products where needed. Adequate supplies are a very important part of a user-friendly restroom!

You should also be sure to verify that all dispensers are working properly, and make any adjustments or maintenance calls as necessary.

6 Clean Glass



Next, you will clean the mirrors. Use the Spartan glass cleaner of your choice and your preferred cleaning tool such as paper towels or, as seen here, a clean, lint-free microfiber cloth. When utilizing a color-coded system, use a blue cloth for glass cleaning. Hold the bottle 8 to 10 inches away from the surface. Spray in an even pattern and wipe dry with your cloth or paper towel. Remember to turn your cloth or towel frequently so that the clean side is always in use.

7 Complete Hard Surface Disinfection



After checking your product's label to ensure that the appropriate amount of time has passed, use several clean damp cloths to wipe all the surfaces you sprayed previously with disinfectant.

You will also want to complete the cleaning and disinfecting of toilets and urinals. First, swab the inside of each toilet again and flush the toilet. Then, use your cloth to wipe the outside of the toilet, including the handle, tank, seat and base. Repeat this procedure with the urinals.

8 Empty Trash



After checking your product's label to ensure that the appropriate amount of time has passed, use several clean damp cloths to wipe all the surfaces you sprayed previously with disinfectant.

You will also want to complete the cleaning and disinfecting of toilets and urinals. First, swab the inside of each toilet again and flush the toilet. Then, use your cloth to wipe the outside of the toilet, including the handle, tank, seat and base. Repeat this procedure with the urinals.

9 Damp Mop/Disinfect Floors



If matting is present on the floor, remove it before mopping. Next, select a red pad, when using a microfiber system like the one shown here, for damp-mop disinfecting hard floor surfaces.

Begin by dipping your mop into the solution compartment and wringing it out. When mopping an area, start at the farthest corner and work backwards toward the entrance. Be sure to also keep your mop bucket on the un-mopped portion of the floor.

As your microfiber mop becomes heavily soiled, submerge the collapsed mop head into the rinse compartment and agitate to loosen any soil. Then, wring your mop by hanging the collapsed mop inside the wringer compartment and pushing down on the wringer handle.

Finally, submerge the mop into the clean solution compartment and wring it again. Reopen the mop frame and lock into place. Continue this process until the entire area is complete. Be sure to follow the instructions on the product label for adequate contact time for disinfecting floors.

Always review your work before leaving the area. When the floor is completely dry, remove the wet floor signs and re-open the restroom for use. Remember to return all equipment to its storage area, and clean your equipment as necessary