

Cleaning Schedule Toilet

Item	Frequency of cleaning						Precautions e.g wear gloves or goggles	Method of cleaning : Clean & disinfect
	After use	Every Shift	Daily	Weekly	Other			
Toilet Bowl & Seat / urinals			X				Wear Disposable Glove 1. Apply disinfectant. 2. Using toilet brush clean bowl & urinals. 3. Flush and rinse	
Toilet Chain Handles			X			? AIR DRY?	1. Spray with sanitizer. 2. Make sure you leave for the appropriate contact time.	
Toilet Door Handles: inc cubicles and external doors			X			? AIR DRY?	1. Spray with sanitizer. 2. Make sure you leave for the appropriate contact time. 3. Wipe with clean disposable cloth	
Taps			X			? AIR DRY?	1. Spray with sanitizer. 2. Make sure you leave for the appropriate contact time. 3. Polish with disposable cloth	
Sink			X				1. Spray with sanitizer. 2. Make sure you leave for the appropriate contact time 3. Rinse and polish with disposable cloth.	
Soap dispenser			X				1. Spray with sanitizer. 2. Make sure you leave for the appropriate contact time. 3. Wipe with clean disposable cloth	
Bins				X			AT END OF EVERY DAY 1. Bins must be emptied 2. Replace bin liner. CHECK FACILITIES MONITORING SHEET. You are expected to empty bin at any time during day if overflowing.	
Hand / Paper Towel Dispenser			X				1. Spray with sanitizer. 2. Make sure you leave for the appropriate contact time. 3. Wipe with a disposable cloth.	
Walls/doors					X		1. Low risk areas can be cleaned with hot soapy water. 2. Areas around toilet should be sprayed with sanitizer. 3. Make sure you leave for the appropriate contact time. 4. Dry with disposable cloth . 5. Tiles behind sink spray with sanitizer. 6. Make sure you leave for the appropriate contact time. 7. Polish with clean disposable cloth.	
Sills				X			1. Remove items from shelves and sills. 2. Clean with hot soapy water . 3. Dry with clean disposable cloth.	

Toilet Checklist

Adequate supply of soap			X				To be checked every morning and restock if required
Adequate supply of toilet paper			X				To be checked every morning and restock if required
Adequate supply of paper hand towels			X				To be checked every morning and restock if required
Bin emptied			X				At the end of evening session or if necessary when overflowing during the day. Remove rubbish and replace bin liner.