Muskogee Public Schools
Custodial Procedures for Restroom Care

RESTROOM CARE

PURPOSE

A. Provide a healthy, clean, odor free restroom that contributes to a positive overall impression of the facility.

TOOLS AND MATERIALS NEEDED

A. Proper protective equipment (gloves and eyewear as needed).
B. "Wet floor" signs.
C. Liners for waste receptacles, sanitary napkin liners
D. Toilet paper, Towels
E. Dust cloths
F. Broom and dust pan.
G. Trigger sprayer / Portable Bucket Fill
H. Cloth hand towels
I. Wet mop / and handle
J. Bucket with wringer
K. Bowl swab
L. Products
   1. Disinfectant cleaner "Triad or Virex"
   2. Glass cleaner "Glance"
   3. Hand soap
   4. Toilet / urinal hard water cleaner "M 95"
   5. Drain Products "Consume"
   6. Material Safety Data Sheets for chemicals used

PROCEDURES

A. Put on and proper protective wear. Always follow OSHA regulations and your site-specific exposure control plan.
B. Place "Wet floor" signs.
C. Look for Blood or body fluid, and clean with CDC-10 follow Exposure control plan.
D. Inspect stools and urinals to make sure operational
E. Pick up loose litter. Use the broom to sweep the floor and the dustpan to pick up dirt.
F. Replace or refill towels, toilet tissue, and soap in dispensers.
G. Replace light bulbs as needed
H. Empty and disinfect the sanitary napkins disposal bins using and clean cloth. Use appropriate Blood Borne pathogen procedures if blood is visible.
I. Empty and disinfect the wastebasket using “Triad” and a clean cloth.
   1. Tie the liner closed and carefully lift it out of the basket.
   2. Dispose of in the proper trash bag on cleaning cart.
   3. Spray inside and outside of wastebasket with "Triad"
   4. Allow to stand for 10 minutes.
   5. Place a new liner in wastebasket.
   6. Clean supply, return, and exhaust air vents
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J. Starting furthest stall from the door from the door. Clean the toilets and urinals.
   1. Flush each unit.
   2. Plunge water down using bowl swab.
   3. Apply M-95 to interior of each unit using swab mop.
   4. Wipe down outside of each unit with “Triad” and a clean cloth. Be sure to clean under each unit.
   5. Spray the partitions / walls with “Triad” and wipe down.

K. Using, “Triad”. spray and wipe down:
   1. Sinks and faucets.
   2. Countertops
   3. Soap and towel dispensers
   4. Doors and door handles.

L. Clean the mirror using “Glance” and a cloth

M. Mop and sanitize the floor.
   1. Mix “Triad” in a clean bucket and a clean mop.
   2. Mop from farthest corner out. Be certain to clean corners and edges.

N. Report any problems in area so a work order can be put on system
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CERTIFICATION QUIZ

RESTROOM CERTIFICATION QUIZ

Instructions: mark an x on the line that precedes the correct answer. Test can be duplicated or can be administered orally by a trainer or supervisor.

1. When cleaning a restroom, should you high dust before other cleaning steps…why?
   a. ___ Yes, so you don’t have to use personal protective equipment.
   b. ___ Yes, because all the dust drops to the lower surfaces and can then be cleaned or picked up by the broom and dustpan.
   c. ___ No, first you disinfect surfaces.

2. Hand contact surfaces should be sanitized a minimum of:
   a. ___ Daily
   b. ___ Every other day
   c. ___ Weekly

3. Hazard Communication Program is also known as the Right to Know Program.
   a. ___ True
   b. ___ False

4. Should you spray a light switch with a liquid disinfectant cleaner…why?
   a. ___ No, spray the cloth and wipe the light switch.
   b. ___ Yes, for thorough disinfecting.
   c. ___ No, we do not disinfect light switches.

5. It is not important to read the MSDS as long as you read the label on the product.
   a. ___ True
   b. ___ False

6. If the trash can is too full, just press the trash down with your hands and tie the bag.
   a. ___ True
   b. ___ False

7. MSDS stands for Material Safety Data Sheet.
   a. ___ True
   b. ___ False

8. After you clean the restroom, spray some non-acid bowl cleaner in the toilet and leave it so the restroom smells fresh.
   a. ___ True
   b. ___ False

9. You don’t have to worry about Bloodborne Pathogens if you don’t work in the health care industry.
   a. ___ True
   b. ___ False
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10. Wall partitions are only cleaned:
   a. ___ When they are dirty.
   b. ___ On a regular schedule.
   c. ___ Both of the above.
   d. ___ Daily

11. If your supervisor assigns you the job of cleaning in the restroom, gloves are the only personal protective equipment required.
   a. ___ True
   b. ___ False

12. After cleaning the inside of the toilet, you should use the bowl swab to clean the seat and tank to save time.
   a. ___ True
   b. ___ False

13. It is not necessary to allow the disinfectant to stand on the surface. Just a spray and wipe with a cloth will be satisfactory.
   a. ___ True
   b. ___ False

14. If you see what you think is blood on the floor, what is the proper way to clean it?
   a. ___ Spray with disinfectant and wipe up with a clean rag.
   b. ___ Apply CDC-10, Absorb, clean, re-apply proper disinfectant, allow to air dry place absorbent and rags in trash container labeled.
   c. ___ Spray with a neutral disinfectant, wipe with a clean rag, and put rag in trash.

15. When you clean toilets and urinals, it is not necessary to wear safety glasses.
   a. ___ True
   b. ___ False

16. You don’t have to disinfect the faucets and flush handles. Someone else is just going to touch them anyway.
   a. ___ True
   b. ___ False

17. It is always best to spray the bowl cleaner in to the bowl then swab it around. It gives you more product to work with.
   a. ___ True
   b. ___ False

18. You should only use a disinfectant cleaner if a surface is visibly soiled.
   a. ___ True
   b. ___ False
19. When you are spot mopping, it is not necessary to put up “Wet Floor” signs.
   a. ___ True
   b. ___ False

20. If stool is stopped up, flush until it overflows?
   a. ___ True
   b. ___ False

For Trainer Use Only:
Score_____ /20
COMPETENCY EVALUATION

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RESTROOM CARE

I have evaluated the work and performance of ________________________________
from ____________ through ____________. It is my professional opinion that ________________________________ is knowledgeable in the RESTROOM CARE procedures manual and follows it in his/her daily routine.

Print Name: ________________________________ Title: __________________

Signature: ________________________________ Date: ________________