

## Washroom - task sheet

### daily tasks

week ending.....

Washroom tasks	sun	mon	tues	wed	thurs	fri	sat
	completed by						
<b>prepare area</b> Knock on the outside door, open it slightly & announce your intention to enter the washroom. If the washroom is occupied, wait until it is empty. Take cleaning supplies into or near the washroom. Place wet floor sign in entranceway to prevent public use while cleaning.							
<b>clean toilet bowls &amp; urinals</b> Flush toilets & urinals, then using a toilet brush apply a toilet cleaner to the inside of the toilets & urinals. Leave to stand while the rest of the washroom is being cleaned							
<b>replenish supplies</b> Refill all hand soap, hand towels, toilet tissue & sanitary napkin dispensers.							
<b>clean mirrors</b> Apply glass cleaner to mirrors then dry with a clean cloth or paper towel.							
<b>clean wash basins</b> Using washroom cleaners or disinfectant solution, clean the interior surfaces of all washbasins. Exterior surfaces, faucets & pipes under the basins should also be cleaned. Wipe & polish all chrome fixtures with a dry soft cloth. Check faucets for dripping & ease of operation, also check the drain flow to see that each drain is clear & empties the washbasin properly. Report any problems to your supervisor.							
<b>spot clean walls, partitions &amp; vents</b> Dampen a cloth with washroom cleaner or disinfectant solution or spray directly to the surface, wipe off shelves, dispensers, receptacles, doors, partitions & wall vents.							
<b>clean/disinfect inside toilets &amp; urinals</b> Clean toilet bowls & urinals thoroughly with a toilet brush & toilet cleaner or disinfectant cleaner. Check toilets & urinals for stains & incrustations under the rim. Flush, agitate with brush or bowl swab. Flush again.							
<b>bath</b> Remove any hair that may have been tangled in the plug holes.							
<b>shower</b> Wipe thoroughly shower cubicle, shower head, hose, pipe work, soap traps, shower tray. Remove any build up of soap / grease.							

