

## RESTROOM CLEANING PROCEDURE – PAGE 1 of 6

DISCLAIMER: *This procedure was developed by the Department of Buildings and General Services (BGS) and may contain information specific to State of Vermont facilities, cleaning chemicals, and tools used by BGS. These procedures may not be applicable in all facilities or scenarios. The user is advised to follow specific instructions for their own facilities, chemicals, and cleaning tools. Follow all label instructions provided by chemical manufacturers.*

### Custodial Cart/Caddy Checklist

- Chemicals:
  - Cleaner/sanitizer liquid in pour bottle
  - Disinfectant liquid in pour bottle
  - Disinfectant wipes
  - Toilet bowl cleaner in pour bottle
  - Glass cleaner in spray bottle
- Hand soap
- Toilet brush / caddy
- Microfiber cloths / wipers
- Small bucket for immersing microfiber cloths
- High-dusting tool and replacement pads
- Broom and dustpan
- Mops / bucket / handle
- Paper products
- Toilet seat covers, if needed
- Trash can liners
- Sanitary bags and products
- Wet floor signs
- Quality checklist

### Personal Protective Equipment (PPE) Checklist

- Nitrile gloves
- Cloth face covering (bandana, scarf, or non-medical mask)

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### Notes

- This procedure was developed by the BGS Health & Safety team for routine cleaning and disinfection of restrooms in State of Vermont-occupied facilities during the COVID-19 Pandemic.
- For Deep Cleaning of buildings or rooms where a confirmed/suspected case of COVID-19 has been identified, refer to the Deep Cleaning section of the *BGS Cleaning Procedure for COVID-19 Isolation and Recovery Sites*.
- We have altered our cleaning and disinfection procedures in accordance with Governor Scott's Executive Order 01-20 as amended on May 1, 2020 (Addendum 12). Future amendments to this Executive Order or other relevant guidance/orders may result in changes to this procedure.

### General Procedures

- Employees shall not report to, or be allowed to remain at, work or job site if sick or symptomatic (with fever, cough, and/or shortness of breath).
- All employees must observe strict social distancing of 6 feet while on the job.
- Employees must wear non-medical cloth face coverings (bandanna, scarf, or non-medical mask, etc.) over their nose and mouth when in the presence of others.
- Employees must have easy and frequent access to soap and water or hand sanitizer during duration of work, and handwashing or hand sanitization should be required before entering, and leaving, job sites.
- In accordance with Executive Order 01-20, all common spaces, bathrooms, and frequently touched (high-touch) surfaces and doors, tools, and equipment will be cleaned and disinfected regularly and prior to transfer from one person to another. **For custodial staff this means cleaning and disinfecting common areas and restrooms at least once daily, and frequently-touched (high-touch) surfaces as frequently as practical and no less than twice daily.** The frequency and intensity of disinfection will vary based on facility use. For facilities with multiple work shifts (such as 24-hour facilities) the frequency of disinfection will be coordinated with existing work shifts.

## Routine Cleaning of Restrooms

1. Display wet floor sign.
2. Clean outer surfaces of toilets, urinals, showers, and sinks using the following procedure:
  - a. Pour cleaner or disinfectant-cleaner into small bucket. Pour only enough disinfectant to use in the restroom. Do not use disinfectant that has been in the bucket for more than 2 hours.
  - b. Completely submerge a fresh microfiber cloth in the liquid. Always use a fresh cloth. Never put a used cloth back into the bucket.
  - c. Wring out the cloth over the bucket until there is no dripping liquid.
  - d. Fold microfiber cloth into quarters for a total of eight cleaning surfaces.
  - e. Wipe surfaces with microfiber cloth. Replace cloth after using all folded surfaces. Surfaces must stay visibly wet for the contact time stated on the product label. If using ES64 the surface may need to be wiped more than once to remain wet for the full 10-minute contact time.
3. Apply bowl cleaner under toilet rim and urinal rim. Leave bowl cleaner while you finish the next tasks **(no less than 5 minutes)**.
4. Empty all trash cans and place trash in cart. Damp wipe trash cans with microfiber cloth and sanitizer. Instead of sanitizer and cloth you can use disinfectant wipe.
5. Clean all mirrors with glass cleaner. Use a clean cloth to dry.
6. Disinfect high-touch surfaces using the following procedure:
  - a. Pour disinfectant into the small bucket. Pour only enough disinfectant to use in the room. Do not use disinfectant that has been in the bucket for more than 2 hours.
  - b. Completely submerge a fresh microfiber cloth into the disinfectant. Always use a fresh cloth. Never put a used cloth back into the bucket.
  - c. Wring out the cloth over the bucket until there is no dripping liquid.
  - d. Fold microfiber cloth into quarters for a total of eight cleaning surfaces.
  - e. Wipe high-touch surfaces and allow disinfectant to air dry. Replace cloth after using all folded surfaces. **Surfaces must stay visibly wet for**

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**the contact time stated on the product label.** If using ES64 the surface may need to be wiped more than once to remain wet for the full 10-minute contact time. Examples of high-touch surfaces include:

Hand railings	Stall doors including both sides, top, bottom, and latches
Fixtures/faucets/handles on sinks, toilets, and urinals	Handicap door buttons
Soap dispensers	Main entrance door handles and push bars
Hand towel dispensers	Baby changing stations
Hand dryers	Feminine product dispenser
Light switches	Feminine hygiene receptacle
Window sills	

7. Discard gloves, perform hand hygiene, put on new nitrile safety gloves.
8. Stock soap and towel dispensers.
9. Sweep floor.
10. Mop floor with neutral cleaner/sanitizer or disinfectant-cleaner. **Only use a chemical appropriate for the floor surface.** Mop from the farthest point in the room to the exit door. Allow sanitizer to air dry. Mop bucket water must be changed frequently. Do not mop with a dirty bucket.
11. Remove wet floor sign after floor is completely dry.

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Week Start: \_\_\_ / \_\_\_ / \_\_\_ Week End: \_\_\_ / \_\_\_ / \_\_\_ Completed by: \_\_\_\_\_

**Daily**

	<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>
1. Safety gloves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Display wet floor sign	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Pull trash-replace liner/clean cover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Clean all mirrors/glass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Clean soap dispenser inside/outside & stock supplies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Clean roll towel/feminine dispenser inside/outside & stock supplies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Clean sink inside/outside, faucets, handles & counters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Clean seat protector, toilet paper dispenser & stock supplies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Feminine receptacle- remove soiled bag, replace with clean bag & clean receptacle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Clean handicap railings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Toilets-clean inside/outside	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Clean stall doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Clean shower	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Urinals-clean inside/outside	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Clean window sills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Clean switch plates & door handles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Sweep & mop floors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Clean & restock cart	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Weekly Task**

19. Clean ceiling vents & door vents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Dust tops of partitions (damp wipe only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Clean doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Clean floor drains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Quarterly Task**

23. Wall wash	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Auto scrub floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Clean lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Summary of changes.

REVISION NUMBER	SECTION	DESCRIPTION OF CHANGES
1.0	Custodial Caddy Checklist	Changed this section to a checklist for custodial cart/caddy and PPE. Removed "Important Terms" section.
1.0	Note/General Procedures	Added notes and general procedures referencing Executive Order 01-20 as amended May 1, 2020.
1.0	Cleaning Procedures	Revised to match COVID-19 Recovery/Isolation Site cleaning procedure. Major changes include reduced use of sanitizer in favor of disinfectant-cleaner, and the use of damp wiping.