
**DISTRICT CLEANING STANDARDS PROCEDURE
FOR RESTROOMS (MNO-P015)**
WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 This procedure describes the recommended custodial cleaning standards for restrooms.

**The online version of this
procedure is official;
therefore, all printed versions
are unofficial copies.**

2.0 RESPONSIBILITY:

- 2.1 All custodial staff

3.0 APPROVAL AUTHORITY:

- 3.1 Assistant Director of Maintenance and Operations

4.0 DEFINITIONS:

- 4.1 M-222 – acid-based cleaner and scale remover
- 4.2 Lime Away – acid-based cleaner and scale remover
- 4.3 Disinfectant cleaner – cleaner used in restrooms that kills bacteria and germs, e.g., Triad, DMQ, Crew

5.0 PROCEDURE:

- 5.1 Sweep floors daily.
- 5.2 Empty trash cans and sanitary cans daily.
- 5.3 Replace the trashcan and sanitary liners daily or as needed.
- 5.4 Check and refill soap, paper towels, toilet paper, seat covers, and Kotex dispensers daily.
- 5.5 With a toilet swab and bucket with disinfectant cleaner, swab all sinks, urinals and toilets daily, using separate swab for sinks and toilets/urinals.
- 5.6 Wipe down all exposed areas of sinks, toilets and urinals with rag or sponge daily.
- 5.7 Clean mirrors daily.
- 5.8 Spot clean walls, especially around urinals, daily.
- 5.9 Mop floors with disinfectant cleaner daily.
- 5.10 Use either M-222 or Lime Away to clean toilets and urinals weekly.
- 5.11 Clean stall walls and doors daily.
- 5.12 Clean drinking fountains daily.
- 5.13 Clean entrance and exit doors and door handles daily.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 None

**DISTRICT CLEANING STANDARDS PROCEDURE
FOR RESTROOMS (MNO-P015)**
WENATCHEE SCHOOL DISTRICT

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
None				

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
13-Jan-04	A	Original Release
04-Nov-04	B	Deleted flowchart
21-Dec-05	C	Replaced "Custodial Supervisor" with "Assistant Director of Maintenance and Operations"

* * E n d o f p r o c e d u r e * *