

Restrooms

Daily Cleaning

Equipment and Materials

- Micro Fiber Cloth (Red and Green)
- Micro Fiber Glass Cloth (Blue)
- Grey and Green Charging Bucket
- Microfiber Looped Mop and handle
- Scrubbing Sponge
- Lobby Broom
- Lobby Dust Pan
- Gray Charging Bucket
- Green Charging Bucket
- Mop Bucket
- Nylon or Cotton mop and handle
- Microfiber Duster
- Ladder
- Gloves

Chemicals

- Envirox 118 Fresh Light Duty Mix in a Green Spray Bottle
- Envirox 118 Fresh Heavy Duty Mix in a Red Spray Bottle
- Citrus Disinfectant
- Mineral Shock

Restock Supplies

- Toilet Paper
- Large Paper Towels
- Trash Can Liners
- Seat Covers
- Soap
- Light Bulbs

Procedures and Practices of Daily Cleaning

1. Make sure to charge your microfiber clothes and mops in their respective buckets. The gray bucket should fill Envirox Fresh 118 Heavy Duty. Please place the green and red microfiber folded and place them into the gray bucket. The green bucket should be filled with Envirox Fresh 118 Light Duty. Place the microfiber mops into the green. Reminder, put enough of the Envirox Fresh 118 to make sure the rags are damp. Turn the buckets upside down for 10 minutes to charge them
2. Replace any burned out light bulbs (DO NOT GET ON A LADDER IF YOU ARE ALONE A BUILDING ALONE)
3. Put on your gloves
4. Spray the water fountain and/or sink with the Heavy Duty Envirox 118 Fresh. Let it sit for five minutes to disinfect. The surface needs to be wet for the full five minutes. Use a charged green microfiber clothes to wipe down the water fountain after it. If need be, clean the fountain with a scrubbing sponge. Use Mineral Shock remover to clean water fountains and/or sinks (once a month). Make sure to thoroughly rinse water fountain and/or sink so no chemical is left behind.
5. Dust vents, partitions, and high places (Once A Week)
6. Spray down all toilets, urinals, the areas around the toilet and urinals with Envirox 118 fresh heavy duty mix in the red spray bottle. Allow to sit for five minutes to disinfect.
7. While waiting for the Envirox to disinfect, pick up all the trash off the floor with the lobby broom and dust pan
8. Empty the trash cans. Replace the trash can liners at least once a week or every time there is food or liquid in the bag. Clean the outside of the trash can daily.
9. Restock your toilet paper, paper towels, toilet seat covers and soap. Also pick up any trash or paper towels on the floor.
10. Clean the mirrors with the blue microfiber glass cloth and Light Duty Envirox 118
11. Spot wash the walls with a green microfiber or a green bottle of Envirox 118 light duty mix or with scrubbing sponge. Remove any graffiti immediately from the restroom using the Envirox 118 Fresh heavy duty cleaner. If that doesn't work, try using Sustainable Earth 99 Graffiti Remover.
12. Use your red charged microfiber cloth to clean the toilets, urinals and the walls and partitions; and the areas around the toilets and urinals. Only use the red micro fiber cloth for the toilets and urinals, never use the green micro fiber for toilets or urinals, to prevent cross contamination. If there is any hard stains use a scrubbing sponge.
13. Use the Mineral Shock to deep clean the porcelain. Pour the Mineral Shock in the toilet, urinal, or sink. Allow it to sit for at least 10 to 15 minutes. Use the scrubbing sponge to clean the toilet, urinal and/or sink. Rinse the area thoroughly leaving no residue behind. (At least once a month or as needed).
14. Use the Johnny mop to clean the inside of the toilet. Do not use your Johnny mop for anything else.

15. Use a green charged microfiber cloth to clean the sink. If there is any hard stains use a scrubbing sponge.
16. Clean all touch points with a charged green microfiber cloth. Disinfect all the touch points in the room with Citrus Disinfectant. Citrus Disinfectant needs to be on the surface for ten minutes. Make sure the surface is wet full 5 minutes. The main touch points would be door handles, light switches, water fountains push buttons, and faucet handles. After 5 minutes wipe off the Citrus Disinfectant.
17. Use the microfiber mop to mop the tile floor.
18. Report any repairs that are needed.

Deep Cleaning

Equipment and Materials

- Micro Fiber Cloth (Red and Green)
- Micro Fiber Glass Cloth (Blue)
- Grey and Green Charging Bucket
- Blue Microfiber Looped Mop (Red pad)
- A Yellow Scrubbing Sponge with a Green Scrub pad
- Broom
- Lobby Dust Pan
- Two Gray Charging Bucket
- Green Charging Bucket
- Floor Scrubber Machine
- Blue 20 inch scrubbing pads
- Doodle Bug
- Doodle Bug Pads
- Mop
- Mop Bucket
- Microfiber Duster
- Ladder
- Pumice Stone
- Wet Vac
- Gray Bucket

Chemicals

- Envirox 118 Fresh Light Duty Mix in a Green Spray Bottle
- Envirox 118 Fresh Heavy Duty Mix in a Red Spray Bottle
- Citrus Disinfectant
- Mineral Shock

Restock Supplies

- Toilet Paper
- Paper Towels
- Trash Can Liners
- Compost Can Liners
- Seat Covers
- Soap

Procedures and Practices of Daily Cleaning

1. Start by cleaning the lights covers and fixtures. Replace any burned out lights (DO NOT GET ON A LADDER WHEN YOU ARE ALONE IN A BUILDING).
2. Dust the vents and ceiling or ceiling tiles
3. Replace any ceiling tiles that broken or damaged
4. Clean the ceiling if it is a regular painted surface
5. Clean the walls, partitions, or any vertical surface top to bottom with Light Duty Envirox 118 using a yellow sponge with a green scrub pad. Use a rag to wipe up all excess vertical surface.
6. Remove any graffiti immediately from the restroom using the Envirox 118 Fresh heavy duty cleaner. If that doesn't work, try using Zep Vandal Mark Remover.
7. Empty the compost and trash cans. Clean the inside and outside of the cans.
8. Clean the mirrors with the blue microfiber glass cloth and Light Duty Envirox 118
9. Put on latex gloves
10. Spray the toilets, urinals, and sinks with the Heavy Duty Envirox 118 and let set for five minutes to sanitize the areas.
11. Use the Mineral Shock and a sponge with a green scrub pad to clean the toilets, urinals, and sinks. Use your red micro fiber cloth to clean the toilets and urinals; and the areas around the toilets and urinals. Only use the red micro fiber cloth for the toilets and urinals, never use the green micro fiber for toilets or urinals, to prevent cross contamination. If there is any hard stains use a yellow scrubbing sponge with a green scrub pad.
12. Spray all the plumbing fixtures with Light Duty Envirox 118 to clean the fixtures. Use a rag to remove excess water and polish the fixtures.
13. Use Citrus Disinfectant to disinfect touch points such as toilet seats, toilet and urinals flushing handles, faucet handles, and door knobs or handles. It is not necessary to spray disinfectant on every surface, only the points that are touched consistently.
14. Sweep the floor with a dust mop to prep it for scrubbing.
15. Remove all gum of the floor with gym remover and putty knife.
16. If the floor is tile and grout, use the Procyon Tile and Grout cleaner with a floor scrubber.
17. If the floor is vinyl or VCT, use Light Duty Envirox 118 to clean the floor with floor scrubber and a blue pad. Put on SC Johnson wax, coats of it using the plating technique.

18. Strip the wax every ten years all the way down to the Vinyl or VCT using a floor scrubber and black pad. Put on SC Johnson wax, 5 coats of it using a nylon mop.
19. Use the blue microfiber looped mop to mop the tile floor.
20. Note all repairs that are needed. Repair what you can and put in a work order for the repairs you cannot fix.
21. Turn off the lights and lock the door.