Review - The Coverall Core 4® process

Tools needed to clean a restroom
Introduction

- Restrooms get very dirty
- More people = dirtier restrooms
- Lots of germs in restrooms
- Dirty restrooms with bad odors are bad for business
- Important to clean restrooms using the Coverall® Program
Safety first

• Harmful germs
  – Live in restrooms
  – Can easily spread

• Use Personal Protective Equipment (PPE):
  – Disposable latex or nitrile gloves
  – Safety goggles
  – Mask (as needed)

• Check gloves for rips and holes
In this class

Safety first!

- 8 steps to cleaning restrooms
- Tools for cleaning restrooms
- Things to remember
8 steps to cleaning a restroom

1. Restock supplies
2. Remove trash
3. High dust
4. Remove debris and dust mop
5. Pre-spray
6. Wipe dry and polish non-toilet surfaces
7. Clean toilets and urinals
8. Damp mop floor

Customer Service Plan
Defines what exactly needs to be done, and how often
8 steps to cleaning a restroom

1. Restock supplies
2. Remove trash
3. High dust
4. Remove debris and dust mop
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6. Wipe dry and polish non-toilet surfaces
7. Clean toilets and urinals
8. Damp mop floor
Step 1 - Restock supplies

• Supplies needed:
  – Toilet paper
  – Toilet seat covers
  – Paper towels
  – Liquid hand soap
  – Trash can liners
  – Wax bags for feminine hygiene dispensers
  – Urinal strainers or deodorant blocks

Load the supplies into your "Trash Barrel on Wheels"
If supplies are getting low…

- **Need more supplies?**
  - Write note in the Coverall® Log Book
  - Communicate directly with customer

- **Not sure how to restock a supply?**
  - Ask your customer
  - Get keys of dispenser(s) from customer
Toilet paper

- Many kinds of dispensers
Toilet paper position

- “Pull down” position

Incorrect

Correct
Restock toilet paper
Toilet seat covers

• Most dispensers are similar and easy to load:

• Dispensers come in a box:
Restock toilet seat covers
Paper towels

- Many kinds of dispensers
- Do **NOT** over-stuff paper towels
  - Over-stuffed comes out in bunches
  - Should pull out one at a time
- Load paper towels right-side up
Restock paper towels
Soap

- Many kinds of dispensers

- Make sure dispensers are working and pumping soap
  - Check this during walk-through
  - Make note of which ones are not working
Refill soap dispenser
Step 2 - Remove trash

- When removing trash:
  - Keep trash barrel close to you - work faster
  - Lift trash carefully away from your body
  - Tie bag
  - Put bag directly into Trash Barrel on Wheels
Remember

• Things to remember about trash:
  – Don't set bag on floor
  – Don't push trash down with hand or foot
  – Don't drag bag across floor
Trash can

- If the trash can is dirty:
  - Pre-spray
  - Wait proper dwell time
  - Wipe with yellow microfiber towel
  - Replace liner
Remove trash
Feminine hygiene trash

- In a wax bag or small trash bag
- Considered bio-hazardous waste
- Remember:
  - Lift the lid and pull out the bag
  - Put in trash barrel with other garbage
  - Pre-spray
  - Allow proper dwell time
  - Wipe with red microfiber towel only
  - Replace with new wax bag
Feminine hygiene trash
Step 3 - High dust

- High dusting is usually done every few weeks
- Rule of Thumb: Clean top to bottom
- Use damp yellow microfiber towel for anything you can reach with your hand:
  - Tops of toilet stalls, walls and doors
  - Tops of dispensers
  - Tops of other doors
- Use HEPA Backpack Vacuum / brush for:
  - Ceiling vents
  - Air returns
  - Light fixtures
  - Other surfaces above shoulders
  - No more than 12 feet above floor
High dust
Step 4 - Remove debris and dust mop

• Ways to clean up debris:
  – Pick up large debris with gloved hands
  – Use flat mop and dry mop pad
  – Use dust pan and broom to sweep
  – For carpets and fabric furniture, use HEPA Backpack Vacuum

• Do **NOT** use HEPA Backpack Vacuum on wet surfaces
Remove debris and dust mop
Step 5 - Pre-spray

- Start the wet steps
- Pre-spray:
  - Use hospital-grade disinfectants
  - Pre-spray in most efficient path
  - Allow proper dwell time
  - Work left to right, or right to left
  - Spray top to bottom
Pre-spray sink area

- Use disinfectant spray on:
  - Ledges
  - Exposed plumbing
  - Back splash behind sink
  - Inside sink bowl and fixtures
  - Countertops

Spray exposed plumbing under sink
Pre-spray sink area
Pre-spray walls and stalls

• Use disinfectant spray on:
  – Partition walls and stalls between toilets and urinals
  – Walls under urinals
  – Back of stall door
  – Stall door handles and locks
Pre-spray walls and stalls
Pre-spray feminine hygiene receptacles

- Use disinfectant spray on:
  - Inside
  - Outside
Pre-spray feminine hygiene receptacles
Pre-spray toilets

• Lift toilet lid

• Use bowl brush - force as much water from bowl as possible

• Use approved disinfectant spray on:
  – Inside bowl
  – Toilet rim
  – Underneath rim
  – Toilet seat (underside)
  – Close lid and spray top of lid
  – Water tank
  – Outside bowl including base
  – Plumbing fixtures
  – Floor around toilets

• Allow proper dwell time
Pre-spray toilets
Pre-spray urinals

• If present, remove strainers and deodorant blocks and set aside

• Replace them if:
  – Very dirty
  – Smell bad
  – Expired

• Use disinfectant spray on:
  – Plumbing fixtures
  – Outside of base
  – Inside of base
  – Wall around urinals
  – Floor around urinals

• Allow proper dwell time
Pre-spray urinals
Step 6 - Wipe dry/polish non-toilet surfaces

• Wipe everything dry
• Polish non-toilet surfaces
• Tools needed:
  – Yellow microfiber towels
  – Glass cleaner
  – Squeegee
Clean mirrors and windows

- **Large mirrors:**
  - Use Unger SpeedClean™ Kit
  - Use Unger telescopic pole to reach 12 ft.
  - Spray glass cleaner onto pad (not mirror)
  - Wipe clean with pad
  - Use overlapping strokes

- **Smaller mirrors:**
  - Spray glass cleaner on mirror
  - Wipe with dry yellow microfiber towel
  - Check for streaks or smudges

- **Do NOT** use towels if they were used to clean other areas
Clean mirrors and windows
Clean sink area

• Use yellow microfiber towel to wipe and polish:
  – Sinks
  – Faucets
  – Handles
  – Countertops

• Then spot clean:
  – Restroom walls
  – Entry door, including handles, push plate, and kick plate
  – Trash cans (replace bag)
  – Stall hinges and locks
  – Paper towel dispensers
  – Toilet paper dispensers
  – Soap dispensers
Clean sink area
Clean walls and stalls

• Use the trowel to clean:
  – Stall doors
  – Partition walls
  – Walls around toilets/urinals

• If you don't have a trowel, use a yellow microfiber towel
Clean feminine hygiene receptacle

• Use red microfiber towel:
  – Wipe inside and outside
  – Replace wax bag
  – Close receptacle
Clean feminine hygiene receptacle
Step 7 - Clean toilets and urinals

• Toilets:
  – Raise seat
  – Use toilet brush and cleaner
  – Use green microfiber towels on seat, outside, fixtures, plumbing, and walls behind toilet
  – Flush tank
  – Leave lid raised - indicates a clean toilet

• Urinals:
  – Use toilet brush and cleaner
  – Use green microfiber towels on outside, fixtures, plumbing, and walls behind urinals
  – Put strainers and deodorant blocks in urinals (Average life span: 2-4 weeks)

• **NEVER** use bleach in toilet or on urinals!
Clean toilets and urinals
Step 8 - Damp mop floor

• Mopping tips:
  – Put clean, pre-soaked yellow microfiber pad on flat mop head
  – If you don't have pre-soaked pads, use diluted disinfectant in bucket
  – Clean in “Figure 8” motion
  – Work your way from back of restroom to door

• Where to mop:
  – Underneath toilets and urinals
  – Corners
  – Baseboards
Damp mop floor
Review

Restrooms