

BATHROOMS / TOILETS

KEY **RED** - HIGHER RISK

GREEN - LOW RISK



	How often?	With what?	Care of cleaning materials	Person responsible	Any special comments
Toilet	One full clean daily Seat, outer bowl handles, paper dispenser	Disposable cloth & detergent	Dispose of cloth after use.	Cleaner	Check toilet regularly during day & clean and disinfect if necessary; regularly check paper dispenser and keep topped up.
Sink	Full clean at end of day	Cream cleanser disposable cloth & rinse. Ensure cleaning of taps, plugs and other associated items. Disinfectant/bleach into plughole.	Dispose of cloth after use.	Cleaner	Check no build up of limescale or debris in sink, around taps etc., in overflows or plugholes; clean and disinfect immediately if soiled or contaminated with infectious material
Door handles and locks	Wipe down twice daily	Disposable cloth & detergent	Dispose of cloth after use.	Cleaner	
Soap/Disinfectant dispenser	Twice daily	Disposable cloth and detergent/disinfectant	Dispose of cloth after use.	Cleaner	Avoid build up of dried material, dust and debris; clean and disinfect (or replace) immediately if soiled or contaminated
Hand drying facilities	Daily	Disposable cloth and detergent/disinfectant	Dispose of cloth after use. Store bucket / bowl dry.	Cleaner	Avoid build up of dried material, dust and debris; clean and disinfect (or replace) immediately if soiled or contaminated Paper towel dispensers should be checked regularly and kept topped up. Air dryers should be maintained and serviced according to the manufacturer's recommendations.
Floor	Wet mop with detergent Dust removal & full clean & scrub once daily	Mop & bucket Rotovac	Mop & bucket cleaned after use & stored dry Machine cleaned after each use	Cleaner Cleaner	Mop immediately if spillages; clean and disinfect if soiled / contaminate at any point Complete floor should be visibly clean including edges & corners

Hand washing guidelines/instructions should be displayed by the sink, and there should be a hand sanitiser near the exit.