

SAFE WORKING PRACTICES

1.0. Cleaning Toilets, Sluices and Urinals

- 1.1. Put on personal protective equipment.
- 1.2. Assemble & Erect correct colour coded equipment and check for safety.
- 1.3. Place & erect warning signs in suitable safe position.
- 1.4. Ventilate area, if appropriate.
- 1.5. Empty waste bins in accordance with waste procedures.

Toilets

- 1.6. Flush toilets with seat lids closed.
- 1.7. Reveal water line by pushing backwater in toilet bowl with toilet brush.
- 1.8. Apply toilet cleaner to inside of bowls, including under the rims and allow to soak.
- 1.9. With cleaning agent (detergent sanitiser) and colour, coded cloth immersed and wrung out, wipe outside and around toilet bowls, including toilet roll holders. Working from clean to dirty areas.
- 1.10. Scrub inside toilet bowls with toilet brush, particularly any stains and water lines and under rims.
- 1.11. Flush toilets, rinsing brush in flushing water.
- 1.12. Wipe brush holder and replace brush in holder.
- 1.13. Dry toilet seat with cloth, then close lids.
- 1.14. Remove any splashes or marks from walls and wipe door handles.
- 1.15. Check and replenish toilet paper, if necessary.
- 1.16. Clean equipment and check for safety
- 1.17. Return equipment, materials and warning signs to store.

Sluices & Urinals

- 1.6. Flush, and then turn off automatic flushing system, if applicable.
- 1.7. Clear waste outlets and urinal channels in accordance with waste procedures.
- 1.8. With cleaning agent (detergent sanitiser, etc) and colour, coded cloth immersed and wrung out, wipe surrounding surfaces including cistern and pipe work, starting at highest point and working from clean to dirty parts.
- 1.9. Apply cleaning agent to entire face of urinals and wipe clean. Use toilet brush inside urinals. Pay particular attention to watermarks and drain.
- 1.10. Rinse toilet brush, then urinals using clean hot water. Repeat until clean.
- 1.11. Remove any splashes or marks from walls and wipe door handles.
- 1.12. Turn on automatic flushing system, if applicable.
- 1.13. Clean equipment and check for safety.
- 1.14. Follow Standard Procedure for single solution for mopping for floors.
- 1.15. Return equipment, materials and warning signs to store.

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Cleaning Basins, Baths, Showers and Bidets

- 1.1. Put on personal protective equipment.
- 1.2. Assemble & Erect correct colour coded equipment and check for safety.
- 1.3. Place & Erect warning signs in strategic position.
- 1.4. Ventilate the area, if appropriate.
- 1.5. Empty waste bins and clear waster outlets in accordance with waste procedures.
- 1.6. Prepare cleaning solution according to manufacturer's instructions.

Wash Hand Basins

- 1.7. With colour coded cloth wrung out in cleaning solution, wipe-surrounding surfaces including wall tiles, ledges, pipes, waste bin and underneath the basin, working from clean to dirty areas.
- 1.8. Remove any hair or other items e.g. soap, from the basin.
- 1.9. Remove any hair or other items from plug, plughole and plug chain with tweezers.
- 1.10. Wipe around inside of bowl, including plug, plug chain, taps and overflow.
- 1.11. With running tap water, rinse basin thoroughly, swilling water into overflow.
- 1.12. Wring out cloth and polish stainless steel or chrome.
- 1.13. Replace items removed, replenish soap if necessary and paper towel dispenser, where fitted.
- 1.14. Remove any splashes or marks from walls and wipe door handles.
- 1.15. Clean equipment and check for safety.
- 1.16. Return equipment, materials and warning signs to store.

Baths (If applicable)

- 1.7. With colour coded cloth wrung out in cleaning solution, wipe surrounding surfaces including wall tiles, ledges, pipes, waste bin, stool, hand rails or invalid grasps, bath mat, soap container or rack and outside bath, working from clean to dirty areas.
- 1.8. Remove any hair or other items from plug, plughole and plug chain with tweezers.
- 1.9. Wipe around inside of bath, including plug, plug chain, taps and overflow. Clean overflow with bottlebrush.
- 1.10. With running tap water, rinse bath thoroughly, swilling water into overflow.
- 1.11. Wring out cloth and polish stainless steel or chrome.
- 1.12. Replace items removed, replenish soap if necessary.
- 1.13. Clean equipment and check for safety.
- 1.14. Return equipment, materials and warning sign to store.

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Showers

- 1.7. With colour-coded cloth wrung out in cleaning solution, clean curtain rail, then starting at highest point of shower wipe wall tiles from clean to dirty areas. Then wipe showerhead, hose, taps and soap tray. Working from clean to dirty areas.
- 1.8. Remove any hair from drain hole with tweezers.
- 1.9. If a shower tray is present, clean inside and outside with wrung out colour-coded cloth.
- 1.10. Replace items removed and replenish soap, if necessary.
- 1.11. Weekly – soak shower curtain, rinse and wipe dry.
- 1.12. Clean equipment and check for safety.
- 1.13. Return equipment, materials and warning signs to store.

Bidets (If applicable)

- 1.7. With colour coded cloth wrung out in cleaning solution, wipe surrounding surfaces including wall tiles, pipes, outside of bowl, taps/ regulator, top of rim, working from clean to dirty areas.
- 1.8. Remove any debris from plughole.
- 1.9. Turn taps on and dampen bowl of bidet. With colour-coded cloth wrung out in cleaning solution, wipe inside of bowl and underneath rim. Working from clean to dirty areas.
- 1.10. With colour coded cloth and bottlebrush clean overflow.
- 1.11. With running tap water, rinse bowl thoroughly.
- 1.12. Clean equipment and check for safety.
- 1.13. Follow Standard procedure for single solution mopping for floors.
- 1.14. Return equipment, materials and warning signs to store.

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