

SHOWER/CHANGE/LOCKER/RESTROOMS CHECKLIST: ROUTINE CLEANING

NAME: _____

ROOM: _____

TIME: _____

DATE: _____

PREPARATION AND SETUP

- Prepare equipment and load Cleaning Cart with everything needed for the task
 - EPA approved cleaner/detergent
 - EPA approved disinfectant
 - Disposable microfiber cloths
 - Disposable microfiber mop
 - Disposable microfiber duster
 - Disposable microfiber dust mop
 - Extension pole
 - Gloves
 - Anti-microbial soap
 - Hand sanitizer

- Put on the appropriate attire and Personal Protective Equipment (PPE)
 - Eye protection (safety glasses, goggles, or face shield)
 - Disposable gloves

BASIC PROCEDURES

- Perform hand hygiene and put on gloves before entering the room

- Leave cleaning cart in the hall and set up Safety Sign

CROSS CONTAMINATION PREVENTATIVE MEASURES

- New mop heads are also used when mopping common spaces to prevent cross contamination.

- Mop water & mop heads are changed after leaving every space.

- Used mop heads and rags are placed in a "dirty laundry" bag and submitted to laundry service for deep cleaning and drying at the end of the shift.

- Soiled Gloves removed and placed in trash

- Hands cleaned with soap and water or hand sanitizer.

- Eye protection cleaned and sanitized

- Face mask assessed for safe functionality

SHOWER / CHANGE ROOM / LOCKER ROOM / RESTROOM CLEANING PROCEDURES

- Survey the space, choose direction to clean (clockwise, counterclockwise) straighten furnishings and pick up loose debris
 - Any objects on the floor

- Empty and line wastecanisters
 - Handle bag from top
 - Clean waste basket

- Perform high dusting with Microfiber Flexible Dusting Wand
 - Vents (supply & return)
 - Light fixtures
 - Sprinkler heads
 - High ledges

- Perform cleaning on all vertical surfaces, walls, wall mounted objects
 - Use extension pole and flat surface mop to clean/disinfect walls (where ceiling and wall meet to floor and wall meet.
 - Baseboards
 - Light switches
 - Thermostat
 - Blinds
 - Door/door frames/handles

Always use the cleaning chemicals and procedures specified by your supervisor.

SHOWER/CHANGE/LOCKER/RESTROOMS CHECKLIST: ROUTINE CLEANING

- Perform cleaning on all high-touch bathroom fixtures and surfaces

- Toilets
- Sinks
- Partitions
- Urinals
- Countertops
- Mirrors
- Trash cans
- Dispensers
- Doors/door handles
- Shower spout
- Shower walls
- Soap dish trays

- Perform disinfecting procedure

- Allow disinfectant to dwell, according to manufactures' instructions
- Complete the disinfecting process on all surfaces cleaned, spraying, and wiping down all areas with disinfectant spray cleaner.

- Replenish paper products

- Toilet tissues
- Paper towels
- Sanitary wax bags

- Replenish Dispensers

- Antimicrobial soap
- Hand sanitizer

FLOOR CLEANING AND DISINFECTION

- Sweep floor, beginning in the far corner of the room away from exit.
- Damp mop floor
- Perform disinfecting procedure on floor

FINAL INSPECTION

- Inspect room and complete quality checklist
- Remove PPE before leaving space
- Perform hand hygiene and put on new gloves
- Clean all tools and equipment and return to cart
- Remove gloves and perform hand hygiene

Remove Personal Protective Equipment (PPE), according to facility policies

Employee Signature _____

Supervisor Signature _____

Always use the cleaning chemicals and procedures specified by your supervisor.