

Washrooms are high risk areas for bacteria and cross contamination. Consistent, thorough cleaning helps protect our clients, visitors and colleagues. Follow the correct procedures and use the right equipment and products.

01 PREPARE THE AREA



- Check for any client specific instructions.
- Place a 'Cleaning in Progress' sign.
- Wear the correct PPE.
- Gather all required equipment and products.
- Use designated colour-coded equipment for washrooms only.

02 REMOVE DIRT & CONTAMINATION



- Remove all visible dirt, dust and debris from all surfaces.
- Clean from the cleanest areas to the dirtiest.
- Pay attention to high contact points.
- Use the correct products and allow the required contact time.

03 CLEAN & DESCALE THE TOILET



- Apply toilet cleaner under the rim and inside the bowl.
- Allow product to work as per instructions.
- Scrub all areas, including under the rim, inside the bowl and water level.
- Wipe the seat, lid, hinges and exterior.
- Flush the toilet to rinse.
- Ensure the seat is left clean and dry.

04 CLEAN SURFACES & FIXTURES



- Clean and disinfect all surfaces, including:
 - Basins and taps
 - Counters and ledges
 - Soap dispensers
 - Hand dryers
 - Door handles and push plates
 - Light switches
 - Mirrors
- Allow surfaces to air dry.

05 FLOORS & FINISHING TOUCHES



- Sweep or vacuum the floor.
- Mop the floor using the correct product and method.
- Clean behind and around toilets, bins and under sinks.
- Refill hand soap, toilet rolls, paper towels and sanitiser.
- Ensure bins are lined and tidy.

06 CHECK & PRESENT TO STANDARD



- Check the area to ensure all tasks are complete.
- Ensure all surfaces are clean and dry.
- Remove the 'Cleaning in Progress' sign.
- Leave the washroom clean, fresh, safe and ready for use.
- Report any issues to your supervisor.

BEFORE YOU LEAVE THE SITE



TASKS COMPLETE
Have all required tasks been completed?



WORK CHECKED
Have you checked all areas and standards?



EQUIPMENT STORED
Is all equipment clean, working and ready for next use?



PROBLEMS REPORTED
Have you reported any issues, damage or hazards?



SITE SECURE
Are doors secure, lights off and site left as instructed?



KNOWLEDGE CHECK

Circle the correct answer or write your response.

- 1 Why is it important to use washroom-specific equipment?
- 2 Name three high contact points in a washroom.
- 3 What should you do before applying toilet cleaner?
- 4 When should the toilet be flushed?



TRAINING RECORD

I confirm that I have received, read and understood the content of Module 9 – Washroom Cleaning.

Employee Name: _____ Date: _____

Employee Signature: _____

Trainer Name: _____ Date: _____

Trainer Signature: _____ Date: _____

 This training does not replace site specific instructions or risk assessments. Always follow the rules and use your equipment as directed.