



Standard Operating Procedure (SOP) for Cleaning a Bathroom

Purpose:

To ensure a clean, hygienic, and safe bathroom environment by following a standardized cleaning procedure.

Required Supplies:

- Rubber gloves
- Cleaning apron or uniform
- All-purpose cleaner
- Toilet bowl cleaner
- Glass cleaner
- Disinfectant spray or wipes
- Scrub brushes and sponges
- Microfiber cloths
- Mop and bucket with appropriate cleaning solution
- Trash bags
- Broom and dustpan

Step-by-Step Procedure

Preparation:

- 1. Gather Supplies**

- Ensure all necessary supplies are on hand and in good condition.
- Wear gloves and protective clothing.

2. Ventilate the Area

- Open windows or turn on the ventilation fan if available.
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Step 1: Clear the Bathroom

1. Remove all items such as rugs, towels, trash cans, and personal belongings.
 2. Empty the trash can and replace the liner.
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Step 2: Dust and Sweep

1. Use a duster or microfiber cloth to remove dust from ceiling corners, vents, and light fixtures.
 2. Sweep the floor to remove debris.
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Step 3: Clean the Toilet

1. Apply toilet bowl cleaner inside the bowl, ensuring to cover under the rim.
 2. Let the cleaner sit for 5-10 minutes while you complete other steps.
 3. Scrub the bowl with a toilet brush and flush.
 4. Disinfect the outside of the toilet, including the lid, seat, base, and flush handle, using disinfectant spray or wipes.
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Step 4: Clean Surfaces

1. Spray all-purpose cleaner on sinks, countertops, and fixtures.
2. Scrub with a sponge or cloth, paying attention to stains or buildup.
3. Rinse with water and dry with a microfiber cloth.
4. Use glass cleaner on mirrors and any glass surfaces; wipe clean with a microfiber cloth.

Step 5: Clean the Shower/Bathtub

1. Remove any soap scum or buildup by spraying an appropriate cleaner.
 2. Let the cleaner sit for a few minutes, then scrub with a sponge or brush.
 3. Rinse thoroughly and dry surfaces with a clean cloth.
 4. Disinfect handles, knobs, and other touchpoints.
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Step 6: Mop the Floor

1. Prepare the mop and bucket with a floor-cleaning solution.
 2. Mop the floor, starting at the farthest corner and working towards the door.
 3. Allow the floor to air dry.
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Step 7: Final Touches

1. Replace all items removed earlier, such as rugs, towels, and trash cans.
 2. Ensure everything is neatly arranged.
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Step 8: Inspect the Bathroom

1. Check all areas to ensure they are clean and free of debris.
 2. Address any missed spots.
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Completion:

1. Remove and clean all cleaning tools and supplies.
 2. Safely dispose of used gloves and any trash collected during the cleaning.
 3. Wash hands thoroughly after cleaning.
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Safety Notes:

- Always follow the manufacturer's instructions for cleaning products.
 - Ensure proper ventilation while using chemical cleaners.
 - Avoid mixing cleaning chemicals, especially bleach and ammonia.
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Frequency:

- Bathrooms should be cleaned daily in high-traffic areas.
- Deep cleaning should occur at least once a week.