Nyco®
SINCE 1920

RESTROOM TRAINING GUIDE

COMMERCIAL CLEANING AND FACILITY SUPPLIES

PRODUCT RECOMMENDATIONS

Hydrochloric Acid Bowl Cleaners

Phosphoric Acid Bowl Cleaners

Urinal Screens

Tile Cleaners

Shower, Sink, and Tub Cleaners

EPA Registered Cleaners

Green Certified Cleaners

Daily cleaning products

Accessory items

Safety/Personal protection items

SUPPLY LIST

CLEANING EQUIPMENT

- Restroom cart
- Mop bucket & wringer
- Toilet bowl brush & caddy
- Broom, toy broom, lobby dust pan
- "Wet Floor" or "Restroom Closed" sign

CLEANING PRODUCTS

- Disinfectant cleaner
- Bowl & urinal cleaner
- Ready-to-Use disinfectant solution
- Glass/Mirror cleaner

SUPPLIES

- Disposable wiping cloths
- Hand soap (bulk or cartridge)
- Toilet paper
- Paper for drying hands
- Feminine hygiene supplies
- Trash can liners
- Batteries
- Dusting cloths/high-dusting cloths

PERSONAL PROTECTIVE EQUIPMENT

- Rubber gloves
- Protective eyewear

OPTIONAL CLEANING PRODUCTS

- Stainless steel polish
- Air fresher products/systems & replacement batteries
- Bacterial/enzymatic sprays
- Créme cleanser
- Graffiti remover

OPTIONAL CLEANING EQUIPMENT

- Grout brush
- Synthetic scrub pad

DAILY RESTROOM MAINTENANCE

CLEAN TO DIRTY. The rule of effective restroom sanitation is to start with the cleaner areas and then proceed to the dirtier sections. By following this guideline and the procedures outlined below, the potential for cross-contamination of germs/bacteria is greatly reduced. Cleaning and sanitizing is more effective, and work is done more effectively, with less effort.

1. Flush all commodes and urinals.
2. Remove any debris from urinals.
3. Spray/apply disinfectant solution to "high contact surfaces". Allow the solution to remain on these surfaces:
    - sink faucets
    - door handles/push plates
    - dispensers
    - around bowls
    - toilet seats
    - toilet/urinal handles
4. Apply toilet bowl cleaner to inside of bowls and urinals. Swab interior areas with clearly identified bowl swab. Inspect and remove old/deteriorated bowl blocks, urinal screens/blocks or debris.
5. Replace/replenish soap, paper, and odor control products.
6. Sweep the floor depending upon the amount of paper/trash on the floor.
7. Clean and wipe sink and fixtures.
8. Clean mirrors and any stainless steel surfaces.
9. Wipe and clean all "high contact surfaces" which had been sprayed with disinfectant solution except toilet/urinal handles and toilet seats. Change wiping cloths frequently. Reduce potential of cross-contamination, DO NOT use the same wiping cloths on different fixtures.
10. Swab interior of bowls and urinals again and flush.
11. Wipe clean the disinfectant solution from toilet/urinal handles.
12. Wipe clean the disinfectant solution from toilet seats.
13. Spray enzyme solution around base of toilets, under urinals, and in drains to reduce odors.
14. Empty trash cans and replace liners.
15. Damp mop floors with properly diluted disinfectant solution. Allow floor to dry.

RESTROOM CHECKLIST

Ensure that the restroom is clean and sanitary

Acceptable	Needs Attention	**Location:** _____
		Toilet and toilet seats cleaned, disinfected, wiped dry
		Urinal handles cleaned, disinfected, wiped dry
		Urinal screens cleaned and blocks replaced
		Sinks and fixtures cleaned, disinfected, wiped dry
		Mirrors cleaned
		Door handles, wall switches and other "high contact" areas cleaned, disinfected, wiped dry
		Soap and paper dispensers disinfected and restocked
		Trash cans emptied, new liners put in place
		Floors free of paper and trash
		Feminine hygiene dispensers cleaned, disinfected and restocked, new liners put in place
		Air/odor control systems are filled and operating correctly
		Countertops, ledges, etc. cleaned, disinfected, wiped dry
		Floor drains and drain covers are open and free of debris
		Light bulbs are functioning
		Ceiling wall vents cleaned, disinfected, wiped dry
		Floor has been mopped clean with a proper cleaning or disinfecting solution
		Restroom looks and smells clean

Inspected by: _____ **Date:** _____

RESTROOM PROCEDURES

Cleaning & Sanitation Frequency

PROCEDURE	FREQUENCY		
	Mid-Day	End of Day	As Needed
Sink	X	X	
Mirrors	X	X	
Bowls		X	
Urinals		X	
Floors		X	
Trash Cans		X	
Toilet Paper / Paper Towel Dispensers		X	X
Hand Soap Dispensers		X	X
Drains			X
Walls			X

NOTES

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Nyco Products Company
5332 Dansher Road
Countryside, IL 60525
TOLL-FREE: 800.752.4754
TEL: 708.579.8100
EMAIL: customerservice@nycoproducts.com
Code: TR-06 r021826

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