



# City of San Diego Parks and Recreation Department

## RESTROOM MAINTENANCE PROCEDURES

**REQUIREMENTS:** Conduct this training immediately for all current employees who maintain restrooms. All new or transferred employees should receive this training prior to cleaning a restroom. This training is required annually for employees who clean restrooms.

In addition to *Restroom Maintenance Procedures* training, other tailgate topics must be reviewed annually with all employees who clean restrooms. The topics include:

- *Blood and Bodily Fluids/Solids Treatment and Disposal*
- *Chemical Specific Training* for each SDS/Label on the List of Approved Chemicals
- *Hand Hygiene*
- *Storm Water Best Management Practices (BMPs)* including human waste, blood and bodily fluid, disinfectants, and needles (also review site-specific storm drain map)
- *Transporting Chemicals*
- *Cleaning/Disinfection of Drinking Fountains*

### CONTENT

1. Review *Department Restroom Cleaning Procedures* (distribute required handout).
2. List and describe how to use the equipment and supplies required specific to jobsite.
3. Review and emphasize required personal protective equipment (PPE).
4. Discuss available vaccines against communicable diseases (e.g. Hepatitis A)
5. Define “approved” list of chemicals for maintaining restrooms and which are effective against diseases such as Hepatitis A.
6. Provide list of other tailgate topics that will need to be reviewed annually for employees who maintain restrooms

**TEST:** Require each employee to demonstrate the restroom cleaning procedures for his/her specific jobsite, utilizing the correct chemicals, equipment, supplies, and personal protective equipment.

### COMPLETION REQUIREMENTS CHECKLIST

- \_\_\_\_\_ Review all CONTENT listed above with your employees.
- \_\_\_\_\_ Distribute required handout (and any required PPE, equipment, and supplies needed by your employees).
- \_\_\_\_\_ Complete entire sign-in form verifying CONTENT review, distribution of the *Department Restroom Cleaning Procedures* handout, and successful completion of the verbal review and demonstration for each employee.

## SAN DIEGO PARKS & RECREATION DEPARTMENT–RESTROOM CLEANING PROCEDURES

**Directions:** The following restroom cleaning procedures must be followed daily. Repeat any steps necessary to ensure cleanliness of restrooms throughout the day according to the needs of the specific restroom. NOTE: If the order of the cleaning procedures needs to be changed for a specific restroom, do what is necessary to complete the task. The list of approved chemicals appears in bold below. **\*\*\*If the solution needs to be diluted, please follow the directions on the label of the bottle.**

**Reminders:** Inspect areas before you begin each step to avoid accidental exposure to needles or sharps (behind toilets/urinals, inside toilet paper rolls, other hidden places). **Prior** to the use of any chemical: **READ AND FOLLOW THE CHEMICAL LABEL** for specific instructions.

Chemical	Equipment	Activity
	Signs	<b>1. SIGNS</b> Before you start work, place sign at entrance to the restroom. Sign options include: Restroom Closed, Caution, Wet, Out of Order.
	Face shield Rubber boots Rubber gloves (chemical resistant) Safety glasses Tyvek suit (optional)	<b>2. PERSONAL PROTECTIVE EQUIPMENT (PPE)</b> Put on proper safety attire based on the work that needs to be done. Read the labels <u>before</u> using any chemicals. Supervisors: Conduct Safety Data Sheet (SDS) review for each chemical.
<b>Waxie Husky 814</b> (cleaner/disinfectant/deodorizer)	Dustpan Pickup Stick Scoop Shovel	<b>3. BLOOD/BODILY FLUID/SOLID</b> If bodily fluid/solid is found on floors, walls, ceilings: scrape it up or shovel it into toilets/urinals and flush; disinfect original location, tools, and PPE. Apply enough product to stay wet for 10 minutes. Do <u>not</u> dilute this product; it contains disinfectant that must be used full strength to kill viruses.
	Putty Knife Scoop Shovel Trash Can	<b>4. STICKY SUBSTANCES</b> Remove sticky substances from floors and walls with putty knife.
	Broom Dustpan Pickup Stick Scoop Shovel Trash Can	<b>5. DEBRIS</b> (a) Remove debris from <u>sinks</u> . (b) If debris is on the <u>walls or ceiling</u> , knock debris to the floor with broom. (c) Sweep <u>floors</u> ; and use a dustpan to collect debris and place it in a trash can.
	Crescent Wrench Garden Hose High-Pressure Nozzle Spill Kit Water Key Wet/Dry Vac	<b>6. RESTROOMS REQUIRING HIGH PRESSURE CLEANING</b> Connect hose to hose bib. Using high-pressure nozzle, hose down entire restroom interior. Make sure water goes into the sewer; do not allow water to go into the storm drains. Minimum PPE required: face shield, rubber boots, rubber gloves, safety glasses, tyvek suit.
<b>Waxie Husky 814*</b> (cleaner/disinfectant/deodorizer)  <b>OR</b> <b>Waxie 764 Lemon Quat***</b> (Disinfectant Cleaner)	Plunger	<b>7. PRESOAK TOILETS/URINALS, SINKS, SHOWERS, BABY CHANGING TABLES ACCORDING TO CHEMICAL LABEL</b> The frequency of presoaking activities is dependent on need. (a) Clear <u>toilets/urinals</u> and flush. Spray cleaner/disinfectant/deodorizer in toilets/urinals to soak for 10 minutes. (b) Spray cleaner/disinfectant/deodorizer on <u>sinks</u> to soak for 10 minutes. (c) Apply cleaner/disinfectant/deodorizer to the <u>shower</u> floor to soak for 10 minutes. (d) Spray cleaner/disinfectant/deodorizer on <u>baby changing tables</u> to soak for 10 minutes.
<b>Waxie Sparkle</b> (glass cleaner)	Paper Towels Sponge Squeegee	<b>8. MIRROR</b> Clean mirror using glass cleaner.
Waxie Husky 814 (cleaner/disinfectant/deodorizer)  <b>OR</b> <b>Waxie 764 Lemon Quat***</b> (Disinfectant Cleaner)	Brush Rags (disposable) Sponge	<b>9. SINK</b> If presoaking is complete, clean sink basin and countertops with cleaner/disinfectant/deodorizer. Wipe dry.
<b>Waxie Husky 814*</b> (cleaner/disinfectant/deodorizer)  <b>OR</b> <b>Waxie 764 Lemon Quat***</b> (Disinfectant Cleaner)	Paper Towels Rags (disposable) Sponge Toilet Brush	<b>10. TOILETS/URINALS–ROUTINE CLEANING</b> Apply cleaner/disinfectant/deodorizer to rim of toilets/urinals. Using toilet brush, scrub entire toilet/urinal vigorously. Soak 10 minutes. Flush when cleaning process is complete. Wipe seat dry or lift seat to air dry.
<b>Waxie Husky 814*</b> (cleaner/disinfectant/deodorizer) <b>Waxie Gem*</b> (cleaner/deodorizer)  <b>OR</b> <b>Waxie 764 Lemon Quat***</b> (Disinfectant Cleaner)	Rags (disposable) Scrub Brush Toilet Brush  <b>Note:</b> Use chemical resistant gloves for Waxie Gem	<b>11. TOILETS/URINALS–MORE EXTENSIVE CLEANING (e.g., heavily soiled, lime deposits, etc.)</b> Do routine cleaning first to disinfect before using this aggressive cleaner. If additional cleaning is needed, once the area is dry from the routine cleaning, <u>then</u> apply aggressive cleaner (Waxie Gem) and soak. After soaking for 10 minutes, finish cleaning process (may require scrub brush). Wipe seat dry, or seat can be lifted up to air dry. CAUTION: ALLOW CLEANER/DISINFECTANT/DEODORIZER TO DRY (to ensure disinfectant does the job effectively) AND THEN APPLY WAXIE GEM.

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<p><b>Waxie Husky 814*</b> (cleaner/disinfectant/deodorizer)</p>	<p>None</p>	<p><b>12. DISINFECT EQUIPMENT</b> Disinfect any equipment used for cleaning toilets/urinals by cleaning with cleaner/disinfectant/deodorizer and allow 10 minutes soak time and dry before putting away..</p>
<p><b>Waxie Husky 814*</b> (cleaner/disinfectant/deodorizer)</p> <p><b>OR</b></p> <p><b>Waxie 764 Lemon Quat***</b> (Disinfectant Cleaner)</p>	<p>Rags (disposable) Sponge</p>	<p><b>13. DOORS, DOOR HANDLES, HANDRAILS, PARTITIONS, WALLS</b> Clean doors, door handles, handrails, and partitions with cleaner/disinfectant/deodorizer. Apply enough product to stay wet for 10 minutes. Wipe dry. Clean walls with cleaner/disinfectant/deodorizer if needed. Apply enough product to stay wet for 10 minutes.</p>
<p><b>Waxie Husky 814*</b> (cleaner/disinfectant/deodorizer)</p> <p><b>OR</b></p> <p><b>Waxie 764 Lemon Quat***</b> (Disinfectant Cleaner)</p>	<p>Paper Towels Rags (disposable) Sponge</p>	<p><b>14. BABY CHANGING TABLES–ROUTINE CLEANING</b> If presoaking is complete, apply cleaner/disinfectant/deodorizer on all surfaces of table. Let soak for 10 minutes. Wipe dry or air dry.</p>
<p>(a) &amp; (c) <b>Waxie Husky 814*</b> (cleaner/disinfectant/deodorizer) (b) <b>Waxie Gem*</b> (cleaner/deodorizer)</p> <p><b>OR</b></p> <p><b>Waxie 764 Lemon Quat***</b> (Disinfectant Cleaner)</p>	<p>Brush Bucket/Mop Sponge</p> <p><b>Note:</b> Use chemical resistant gloves for Waxie Gem</p>	<p><b>15. SHOWER</b> (a) Once presoaking is complete (minimum of 10 minutes), scrub the shower floor and walls with cleaner/disinfectant/deodorizer and rinse into drain. (b) If extra cleaning attention is needed, use a more aggressive cleaner (Waxie Gem). (c) If the shower has <u>curtains</u>, spray with cleaner/disinfectant/deodorizer and rinse with water.</p>
<p><b>Waxie Husky 814*</b> (cleaner/disinfectant/deodorizer)</p> <p><b>OR</b></p> <p><b>Waxie 764 Lemon Quat***</b> (Disinfectant Cleaner)</p>	<p>None</p>	<p><b>16. PRESOAK FLOOR AREA IMMEDIATELY AROUND TOILETS/URINALS ACCORDING TO CHEMICAL LABEL</b> Spray cleaner/disinfectant/deodorizer around the base of the toilet/urinals to soak for 10 minutes. Do <u>not</u> dilute this product; it contains disinfectant that must be used full strength to kill viruses.</p>
<p><b>Waxie Lan-o-tone</b> (almond) (recommended hand soap or use dispenser-specific hand soap)</p>	<p>Dispenser Keys Paper Towels Sanitary Napkins Toilet Paper Toilet Seat Covers</p>	<p><b>17. REFILL SUPPLIES</b> Replace/refill toilet paper, paper towels, toilet seat covers, and sanitary napkins. Refill soap dispensers if less than ¼ full. NOTE: All restrooms must be stocked with hand soap at all times. Broken/missing dispensers must be replaced immediately (keep extra stock of metal dispensers).</p>
<p><b>Waxie Husky 814*</b> (cleaner/disinfectant/deodorizer)</p> <p><b>OR</b></p> <p><b>Waxie 764 Lemon Quat***</b> (Disinfectant Cleaner)</p>	<p>Sanitary Trash Can Spill Kit Trash Can Liners Wet/Dry Vac</p>	<p><b>18. TRASH CAN</b> Empty trash cans, including sanitary trash cans. Follow the Blood/Bodily Fluid Procedures if needed. Once a day, take the trash can outside and hose out if needed. Send rinse water into the landscape. Spray with cleaner/disinfectant/deodorizer and let soak for 10 minutes prior to hosing if needed. Once dry, change trash can liner.</p>
<p><b>Waxie Green</b> (for painted or unpainted surfaces)</p>	<p>Brush Latex Paint Paint Pan Paper Towels Rags (disposable) Roller</p>	<p><b>19. GRAFFITI</b> According to Division procedures and the type of surface, if graffiti is present, paint over the graffiti or remove with graffiti remover. If graffiti remover is used: spray, allow it to soak, then wipe clean. If the graffiti remover is ineffective on porous surface the recommendation is to paint.</p>
	<p>Bucket/Mop Floor Brush Squeegee</p>	<p><b>20. FLOOR–ROUTINE CLEANING</b> If presoaking is complete (per #16), wet mop the entire floor with water only. Squeegee excess water into floor drains, then dry mop or air dry. For concrete surfaces, okay to use floor brush instead of mop.</p>
<p><b>Waxie Balance</b> (cleaner/deodorizer)</p>	<p>Absorbent Material Brush Bucket/Mop Spill Kit Squeegee Wet/Dry Vac</p>	<p><b>21. FLOOR–MORE EXTENSIVE CLEANING</b> If presoaking is complete (per #16), wet mop the entire floor with aggressive cleaner/deodorizer using 2 ounces of product per gallon of water. It may be necessary to also scrub the floor with a brush. Make sure water does not go into outdoor storm drains (use absorbent material if necessary). Squeegee excess water into floor drains, then dry mop or air dry.</p>
<p><b>Waxie Spring Mint Plus Liquid Enzymes</b> (enzymatic cleaner/deodorizer)</p>	<p>None</p>	<p><b>22. DRAINS</b> Clean debris from floor drain. Apply enzymatic cleaner/deodorizer to floor drains and sink drains. Enzyme product must sit in drains for 6-8 hours; use only at end of day. In the morning, run water to rinse the product down the drain. Recommendation: use the enzyme product at least once a week. Do NOT mix enzymes with disinfectants.</p>

\*Note: Husky 814 and Waxie Quat TB are the same product. Always use full strength and soak 10 minutes to kill viruses such as Hepatitis A. Updated 11/2021

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<p><b>Waxie Husky 814*</b> (cleaner/disinfectant/deodorizer) <b>OR</b></p> <p><b>Waxie 764 Lemon Quat***</b> (Disinfectant Cleaner)</p>	<p>Absorbent Material Broom Bucket/Mop Dustpan Scoop Shovel Spill Kit Trash Can Wet/Dry Vac</p>	<p><b>23. RESTROOM EXTERIOR</b> If human waste is found outside of the restroom, follow the Storm Water Pollution Prevention Program BMP for Removal of Human Waste. Disinfect all tools used for cleanup. BMPs can be found in the “Storm Water BMP Annual Review” Tailgate.</p>	
	<p>Isolyser Pickup Stick Sharps Shuttle</p>	<p><b>24. SHARPS</b> If needles or sharps are found during any part of the cleaning process, place in sharps shuttle, and follow Division procedures for disposal (ex., dispose of in isolyser). Disposal procedures can be found in the Department’s “Blood and Bodily Fluids/Solids Management and Disposal Safety Procedures” Tailgate.</p>	
<p><b>Waxie Lan-o-tone</b> (almond) (recommended hand soap or use dispenser-specific hand soap)</p>	<p><b>Note:</b> Carry soap if hand soap is not available in the restroom</p>	<p><b>25. HAND WASHING</b> Wash gloves before removing. Wash hands with soap and water any time you remove your gloves, <u>AND</u> when you finish cleaning the restroom. Follow the “Hand Hygiene” Tailgate procedures.</p>	
	<p>Forms: (a) Blood/Bodily Fluid Contact Report (b) Facility Safety Inspection</p>	<p><b>26. PAPERWORK</b> (a) Complete Blood/Bodily Fluid Report for Risk Management if needed. (b) Report any graffiti or broken fixtures (toilets/urinals, sinks, doors, lights, fixtures, etc.) according to Division procedures.</p>	
<b>CATEGORY</b>	<b>USE</b>	<b>WAXIE PRODUCTS</b>	<b>WAXIE NUMBER</b>
<b>Cleaning Restrooms</b>	Cleaner, disinfectant, deodorizer	Waxie Husky 814 (Waxie Quat TB is former/same product with different name and should be used up) <b>OR</b> <b>Waxie 764 Lemon Quat***</b> (Disinfectant Cleaner)	170900  <b>170394</b>
	Glass cleaner (aerosol)	Waxie Sparkle	950151
	Cleaner for toilets/urinals	Waxie Gem	870130
	Cleaner for floors	Waxie Balance	320024
	Enzymes for drains	Waxie Plus Liquid Enzymes	162070
<b>Drinking Fountains</b>	Disinfectant	Purell Healthcare or <b>Professional</b> Surface Disinfectant	22078200*
<b>Graffiti Remover</b>	Graffiti remover	Jeyco Bio-Graffiti I	22040318**
	Graffiti remover	Waxie Green for painted surfaces	410242
	Graffiti remover	Waxie Green for unpainted surfaces	410243
<b>Hand Soap</b>	Hand soap (liquid in gallon)	Lan-o-tone (almond)	380254

\*Storeroom Material Code, carried by Waxie

\*\*Non-Waxie product

\*\*\*Needs to be diluted at a ratio of 1 gallon of water : 2 ounces of chemical (follow the directions on the label of the bottle.)