

SOP 01: Bathroom cleaning

Template v1.0 | Site version/date: _____ | Approved by: _____

Purpose: Complete the agreed ordinary bathroom clean and leave a checked, usable room.

Scope and exclusions: Accessible fixtures, mirrors and floors in homes or small offices. Excludes sewage, sharps, bodily-fluid cleanup, mold remediation and high-access work.

Responsible role: Assigned cleaner; site lead reviews exceptions.

Preparation: Confirm occupancy, agreed tasks and existing damage; keep people and pets clear of the work area.

Tools: Dedicated bathroom cloths and toilet tool, suitable floor tool, approved products and specified PPE.

Complete before use: Site/rooms; fixture and floor materials; approved product/register IDs; label/SDS locations; required PPE; ventilation; any approved disinfection task.

Steps

1. Check the site instructions and product entries before starting. If compatibility or an instruction is missing, pause that task and ask the lead.
2. Set out bathroom-only tools. Remove ordinary loose waste by the agreed method without reaching into or compressing bin contents.
3. Clean accessible mirrors, shelves and fixtures in the agreed sequence, using the recorded method for each material. Do not move personal items without permission.
4. Clean sink and bath/shower surfaces, then the toilet using its dedicated tools. Keep toilet tools separate from other surfaces. Follow SOP 04 for any approved disinfection.
5. Complete agreed floor work toward the exit, controlling access to wet areas. Return agreed items and consumables without contaminating cleaned surfaces.
6. Inspect under normal room lighting, record unfinished work or damage, and release the room only when the floor and access route are safe.

Finish checks: Agreed surfaces have no visible loose soil or avoidable residue; fixtures are left as agreed; tools removed and exceptions recorded. Appearance alone does not establish disinfection.

Stop and report: Stop for unknown chemicals, missing PPE, unsafe surfaces, electrical hazards, sharps or contamination outside scope. Keep clear and notify the lead; use the site emergency process when needed.

Exception record: Record site, date, SOP version, incomplete task/reason, immediate action, lead notified and owner/recheck date.

Training check: Observe tool separation, surface-method selection and the final check; ask the trainee to demonstrate when they would stop.