



RESTROOM MAINTENANCE

CONTENTS	PAGE
1. GENERAL	1
2. TOOLS AND MATERIAL (DAILY CLEANING)	1
SUGGESTED OPERATIONS SEQUENCE	2
3. SAFETY	2
4. PRELIMINARY OPERATIONS	3
5. CLEANING TOILET BOWLS	3
6. CLEANING URINALS	3
7. CLEANING WASHBASINS	4
8. CLEANING METAL FIXTURES, WINDOWS, AND MIRRORS	4
9. CLEANING FLOORS	4
10. MISCELLANEOUS OPERATIONS	4
11. DILUTING LIQUID TOILET SOAP	4
12. CLEANING DISPENSERS AND SOAP VALVES	5
13. CLEANING CENTRAL SUPPLY SYSTEMS	5

1. GENERAL

1.01 This section describes procedures and materials required to provide for a thorough cleaning of restrooms. It also describes the handling of Bell System Liquid Toilet Soap and maintenance of the soap systems and dispensers.

1.02 This section is issued to combine two sections, "Care of Washrooms" (formerly 770-170-307) and "Dilution of Liquid Toilet Soap and Cleaning of Soap Valves" (formerly 770-170-301), into one section. It also includes revisions in some recommended materials and procedures. Whenever

this section is reissued, the reason for reissue will be listed in this paragraph.

1.03 Bell System recommended products should be used where applicable. These products have been field tested for safety to personnel, effectiveness, and economics. **However, it is very important that the recommended dilutions be followed to obtain the best results.**

1.04 The proper care and cleaning of restrooms is one of the most important jobs performed by building service personnel. It is important both for appearance and sanitation.

2. TOOLS AND MATERIAL (DAILY CLEANING)

2.01 The following is a list of tools and materials to be used in daily cleaning:

- Abrasive pad
- Mop
- Bucket with wringer
- Sponge
- Rubber gloves
- Putty knife
- Broom
- Dust pan and counter brush
- Pail, 10- or 14-quart (2)
- Hand mirror
- Rubbish receptacle
- Toilet brush or toilet swab
- Door wedge
- Caution or Cleaning sign

SECTION 770-130-200

- Utility or disposable cloths and Treated Cloths
- Scouring powder
- Stick, 2 or 3 feet long
- Spray bottle
- Toilet tissue
- Paper towels
- Liquid Toilet Soap
- Liners, wastebasket
- Liners, sanitary napkin disposal cans
- Container to hold refuse from ashtrays
- C-39 Hard Surface Cleaner
- Liquid Floor Cleaner
- Measuring cup.

SUGGESTED OPERATIONS SEQUENCE

2.02 The following sequence of operations is suggested for cleaning a restroom:

- (1) Assemble tools and materials; use a custodial cart, if necessary.
- (2) Obtain sufficient supplies for replacement.
- (3) Mix cleaning solutions; dilute properly.
- (4) Fill mop bucket with clear warm water and mix 1 ounce of C-39 Hard Surface Cleaner for each gallon of water.
- (5) Proceed to restroom and check for occupancy.
- (6) Open door and wedge it back.
- (7) Place Cleaning or Caution sign.
- (8) If needed, sweep floor.
- (9) Clean and dust furniture, window ledges, etc.

- (10) Fill all dispensers.
- (11) Empty ashtrays into an approved container, not in a rubbish receptacle, and wipe with a damp cloth.
- (12) Empty wastebaskets into rubbish receptacle.
- (13) Wipe inside and outside of wastebaskets with a damp cloth and replace liners if needed.
- (14) Empty sanitary napkin disposal container and place a new liner.
- (15) Clean toilet bowls and urinals.
- (16) Clean wash bowls.
- (17) Clean stall partitions, handles, dispensers, doors, mirrors, and metal trim.
- (18) Mop the floor, including baseboards.
- (19) Return wastebaskets, etc, to their proper location.
- (20) When all restrooms have been cleaned, return tools to their proper location.
- (21) Replace or report any defects found, such as lights out, leaks, bad hinges, broken fixtures, etc.
- (22) Dispose of collected rubbish.
- (23) Wash and rinse cloths, sponges, pails, mops, brushes, etc, and store them properly.

3. SAFETY

3.01 Do not wring a mop with the hands because pins or other sharp objects may cause injury.

3.02 Take precautions against possible slipping and falling on the floor being mopped or scrubbed.

3.03 Always place the Caution sign to let others know that the floor is being cleaned, and wedge the door open so that personnel will know that the restroom is being cleaned.

3.04 Wear rubber gloves when handling cleaning materials and solutions to prevent any possible skin irritations.

3.05 Do not loosen packed rubbish with bare hands. Use the 2- or 3-foot long stick to loosen packed paper towels and other rubbish in the waste containers. Pins, broken glass, or other sharp objects may have been discarded in the container.

4. PRELIMINARY OPERATIONS

4.01 Assemble the tools and materials needed (2.01) and obtain sufficient supplies for replacement. Supplies include toilet tissue, paper towels, liners for wastebaskets, liners for sanitary napkin disposal cans, Liquid Toilet Soap, and sanitary napkins.

4.02 Mix the cleaning solutions as follows:

(a) Prepare a solution of C-39 Hard Surface Cleaner (2 tablespoons per gallon of warm water) in a mop bucket and in a pail for use on the floor and for cleaning bowls and urinals, respectively. Replace the solution when it becomes dirty.

(b) Dilute the Liquid Floor Cleaner for use in the plastic spray bottle 40 parts to 1.

4.03 Make certain that the restroom is not occupied. After wedging the door open, place a Caution sign outside the doorway.

4.04 The floor should be swept, if required, starting at the corners and working all dirt and rubbish to the center. Pick up the sweepings with the dust pan and counter brush and empty them into a wastebasket.

4.05 Clean and dust furniture, window ledges, and any other places where dust may accumulate. Use a Treated Cloth for dusting but do not let it touch glass or mirrors since it will leave a smear on them.

4.06 Fill all paper, sanitary napkin, and soap dispensers (11.02). Check the dispensers to make certain they are working properly. If a defective dispenser is found, either repair it or report it to the supervisor. Refer to 12.01 regarding soap dispensers.

4.07 Empty ashtrays into an approved container, not into a rubbish receptacle. Wipe each ashtray with a damp cloth.

4.08 Empty wastebaskets into a rubbish receptacle. Wipe the inside and outside with a damp cloth and replace liners, if needed.

4.09 Empty sanitary napkin disposal container and place a new liner.

5. CLEANING TOILET BOWLS

5.01 Use rubber gloves. Flush the toilet. Take the pail containing the C-39 solution and the bowl brush or toilet swab into the stall. Dip the brush or swab into the solution and scrub the flush holes under the rim and the inside of the bowl down to and inside the trap. Check the flush holes with the hand mirror to be certain that no stains or deposits remain. If there are any, use the abrasive pad with scouring powder to remove. If this is unsuccessful, wet-dry sandpaper can be used. Stains and deposits can cause odors and permit bacteria to form. It is therefore essential that the flush holes and area underneath the rim remain clean at all times. When the bowl is thoroughly clean inside, flush it, holding the brush or swab in the swirling water to rinse it. Toilet bowls should be cleaned daily.

5.02 Dip a sponge in the C-39 solution and wash the seat, topside and underside. Squeeze all of the solution from the sponge and soak it in clean water. (The other pail should contain the water.) Wash the seat as before, using the clean water-soaked sponge. Dry the seat with a utility or disposable cloth and leave the seat in the up position.

5.03 Clean the outside of the toilet, the tank and the fixtures, following the same procedure described in 5.02.

DO NOT USE SCOURING POWDER OR ABRASIVES ON POLISHED METAL FIXTURES.

6. CLEANING URINALS

6.01 Flush the urinal and clean it inside and out as described for toilet bowl cleaning. Make certain that the flush rings and areas under the lip are thoroughly scrubbed. Using the hand mirror, inspect for stains and deposits. If any are found,

SECTION 770-130-200

remove them as described in 5.01. Urinals should be cleaned daily.

6.02 After the toilet bowls, urinals, and their fixtures have been cleaned, using the spray bottle containing the 40:1 solution of Liquid Floor Cleaner, spray the walls and partitions around each toilet and urinal, and then wipe dry with a clean utility or disposable cloth. Also clean the inside and outside handles of the stall doors, using the same procedure.

7. CLEANING WASHBASINS

7.01 If there are several washbasins, a production-line approach should be considered. Wet the sponge and sprinkle scouring powder on it. Clean the top and inside of each basin, using the scouring powder sparingly. Rinse thoroughly to wash down all powder and grit.

7.02 Clean the sponge with clear water. Soak it in the C-39 solution and wash the underside and fixtures of each basin. Rinse the sponge and then wash the C-39 solution off. Dry the surfaces with a clean utility or disposable cloth. Washbasins should be cleaned daily.

DO NOT USE SCOURING POWDER OR ABRASIVES ON POLISHED METAL FIXTURES.

8. CLEANING METAL FIXTURES, WINDOWS, AND MIRRORS

8.01 Clean all of the metal fixtures in the restroom, including door knobs and plates, mirror frames, washbasin fixtures, and metal soap dispensers, by spraying with the 40:1 solution of Liquid Floor Cleaner, and then wipe dry with a clean utility or disposable cloth. With the exception of the washbasin fixtures, this operation should be performed weekly or as needed. The washbasin fixtures should be cleaned daily.

8.02 Spray mirrors and windows with the Liquid Floor Cleaner solution and then wipe dry with a clean utility or disposable cloth. This procedure should be followed daily—especially on the mirrors over the washbasins.

9. CLEANING FLOORS

9.01 Gum and other materials that cannot be cleaned by damp mopping should be removed

with the putty knife and abrasive pad. Pay particular attention for buildup of soil in corners and remove with the putty knife or abrasive pad.

9.02 Dip the clean mop into the mop bucket containing the C-39 solution and wring out about three-fourths of the solution. Start at the farthest area from the entrance door. Make certain that all corners and floor edges are reached. Apply the solution with long sweeping strokes, going from side to side. After the entire floor has been mopped, allow approximately 5 minutes for the solution to become effective. Then wring the mop dry and dry mop the entire floor. This method is effective for marble, tile, and terrazzo floors; however, care must be taken to prevent too much of the solution being applied on tile-covered floors, since there may be the possibility of damage from seepage between the tiles.

9.03 Return wastebaskets, etc, to their proper location. Remove the door wedge, close the door, and remove the Caution or Cleaning sign.

10. MISCELLANEOUS OPERATIONS

10.01 After cleaning all of the restrooms, return the tools to their proper location.

10.02 Dispose of collected rubbish.

10.03 Wash and rinse cloths, sponges, pails, mops, brushes, etc, and store them properly.

10.04 Restroom walls should be considered for periodic washing as covered in Section 770-130-270.

11. DILUTING LIQUID TOILET SOAP

11.01 The following equipment and materials are required for handling the Liquid Toilet Soap and cleaning the systems:

- Concentrated Liquid Toilet Soap
- Mixing tank, equipped with a spigot, or other suitable container
- Stirring paddle
- Water

- Pail or other container for measuring
- Toilet bowl brush or toilet swab (reserved for this use)
- Hose for flushing—another for draining
- Pail, clean
- Container, suitable for pouring the solution
- Utility or disposable cloths.

11.02 Bell System Liquid Toilet Soap should be mixed with two parts of water and one part soap before being placed in supply systems or dispensers. Pour the water and soap into the mixing tank and, using the stirring paddle, stir until the soap and water are thoroughly mixed. Draw the solution from the mixing tank into the container suitable for filling dispensers and supply tanks. (Soap supply tanks should be kept covered to prevent dust or dirt from getting into the soap solution.)

11.03 When all of the soap solution has been drawn from the mixing tank, the tank should be cleaned thoroughly. Scrub the interior with hot water, using a toilet bowl brush or toilet swab that is kept exclusively for this purpose. Rinse the tank with hot water and, if equipped with a spigot, drain the hot water through the spigot to remove any solution. Dry the interior with a clean utility or disposable cloth.

12. CLEANING DISPENSERS AND SOAP VALVES

12.01 The individual-type dispensers should be wiped inside with a sponge that has been soaked in hot water. This procedure should be repeated as necessary to keep them clean and sanitary.

12.02 If the valves do not operate properly, the problem may be relieved by introducing hot water into the outlet spouts. This is done by holding a container of the water so that the spout is in the water. Press the plunger several times and then release it so that the water is drawn into the valve. Let the water remain in the valve for a minute or two to soften any dried soap deposits. Operate the valve several times to make certain that it is functioning properly. If the valve does not function properly, repeat this procedure and

if this does not work, a small wire or straightened paper clip may be inserted into the outlet spout to loosen any dried solution.

12.03 If the preceding procedure fails to free the valve, remove and soak the valve in hot water for several hours and operate occasionally while immersed. At times, it may be necessary to disassemble the valve and clean it with hot water.

13. CLEANING CENTRAL SUPPLY SYSTEMS

13.01 Cleaning and flushing central soap supply systems on an annual basis should keep them functioning properly. It should be considered when the supply tank is almost empty.

Caution: *When cleaning and flushing lines, dispensers, and valves, the operations should be planned to avoid letting them dry. Dried soap deposits are much more difficult to remove.*

13.02 Prepare for cleaning and flushing by disconnecting the valve farthest from the supply tank and draining the soap solution into a clean pail. If a sufficient quantity is recovered, retain it to pour back into the supply tank when it is refilled. Then make certain that the pail is thoroughly cleaned. Refer to 11.03 for cleaning procedure.

13.03 In preparation for flushing the system, attach a hose to the line where the valve was disconnected (a hose clamp may be required) and secure the drain end of the hose so that it will drain into the washbasin.

13.04 Pour hot water into the supply tank with either a hose or a pail. When the hot water runs through the hose at the washbasin, operate all of the valves that were not disconnected. Continue this operation until there is little or no evidence of the soap solution remaining in the lines.

Note: Have the diluted soap solution ready to refill the supply tank.

13.05 Prior to refilling the tank, remove the drain hose and reconnect the valve to the supply line. Run more hot water through the line and operate the valve (that has been disconnected)

SECTION 770-130-200

several times to be certain that it is clean and operating properly.

13.06 Clean the supply tank with hot water and a sponge, toilet bowl brush, or toilet swab. Wipe the tank clean with a utility or disposable cloth.

13.07 Refill the supply tank with the previously mixed solution and place the cover on the

tank. Operate each valve to be certain that the solution is available at each washbasin.

13.08 Clean any spills or splashes that may have occurred during the operation. Wash and rinse sponges, pails, cloths, etc, and store them properly.