

## 3 WAY CLEANING

**Department** Cleaning Operations      **Location** Various  
**Activity / Operation** Cleaning Toilets, Sluices and Urinals.

	<b>Equipment</b>	
	<ul style="list-style-type: none"> <li>• Personal protective equipment.</li> <li>• Warning signs.</li> <li>• Cleaning agent(s)</li> <li>• 2 buckets.</li> <li>• Spray bottle.</li> <li>• Cloths</li> <li>• Non-abrasive pad.</li> <li>• Toilet brush</li> <li>• Supply of toilet paper.</li> <li>• Sanitary bags if appropriate.</li> <li>• Replacement waste bags.</li> </ul>	
	<b>Method</b>	
	<ul style="list-style-type: none"> <li>• Put on personal protective equipment.</li> <li>• Assemble equipment and check for safety.</li> <li>• Place warning signs.</li> <li>• Ventilate the area, if appropriate.</li> <li>• Empty waste bins in accordance with waste procedures.</li> </ul> <p>Toilets:</p> <ul style="list-style-type: none"> <li>• Flush toilet lid with seat lid closed.</li> <li>• Apply toilet cleaner to inside of bowls, including under the rims and allow to soak.</li> <li>• With the cleaning agent and cloth immersed and wrung out, wipe outside</li> </ul>	

	<p>and around toilet bowls, including toilet roll holders, pipework, toilet brush holder, cisterns and handles, toilet seat lids, top underneath and hinges working from clean to dirty.</p> <ul style="list-style-type: none"> <li>• Scrub inside toilet bowls with toilet brush, particularly any stains, water lines and under the rims.</li> <li>• Flush toilets and rinse brush in the flushing water.</li> <li>• Wipe brush holder and replace brush in holder.</li> <li>• Dry toilet seats with cloth, then close lid.</li> <li>• Remove any splashes or marks from walls and wipe door handles.</li> <li>• Check equipment and check for safety.</li> <li>• Return equipment, materials and warning signs to store.</li> </ul> <p>Urinals:</p> <ul style="list-style-type: none"> <li>• Flush, then turn of automatic flushing system if appropriate.</li> <li>• Clear waste outlets and urinal channels in accordance with waste procedures.</li> <li>• With cleaning agent and correct cloth immersed and wrung ou, wipe surrounding surfaces including cistern and pipework, starting at the highest points and working from the clean to the dirty parts.</li> <li>• Applying cleaning agent to entire face of the urinals and wipe clean. Use toilet brush inside urinals. Pay particular attention to water marks and drain.</li> <li>• Rinse toilet brush, then urinals using clean water. Repeat until clean.</li> <li>• Remove any splashes or marks form walls and wipe door handles.</li> <li>• If required replenish toilet blocks.</li> <li>• Turn on automatic flushing system, if applicable.</li> <li>• Clean equipment and check for safety.</li> <li>• Return equipment, materials and warning signs to store.</li> </ul>	
	<p><b>Safety</b></p>	
	<ul style="list-style-type: none"> <li>• Wear personal protective equipment.</li> <li>• Do not splash walls and fixtures.</li> <li>• Never mix cleaning agents as poisonous gases could result.</li> <li>• Use cloths and buckets of the designated colour.</li> </ul>	

## Health & Safety Method Statements & Control Measures

	<ul style="list-style-type: none"><li>• Do not scratch with abrasive items as scratches may harbour bacteria.</li></ul>	
	<b>Care of equipment</b>	
	<ul style="list-style-type: none"><li>• Ensure toilet brush and holder are clean before returning brush to the holder.</li><li>• Wash cloths and allow to dry.</li><li>• Wash buckets, wipe clean and store upside down.</li></ul>	