
Efficient Bathroom Cleaning

SETUP CHECKLIST:

Before going into the home, make sure your cleaning tray is stocked as follows:

- 1 Spray bottle of APC _____
- 1 Spray bottle of GC _____
- 1 Squirt bottle of Sink & Tub Cleaner _____
- 1 Squirt bottle of Tile, Grout & Bowl Cleaner (Tile Cleaner) _____
- 1 Toilet brush _____
- 1 Tile brush _____
- 10 Cleaning cloths (folded) _____
- 1 Feather duster _____
- 1 Whisk broom _____
- 1 Spray bottle of restroom cleaner (disinfectant) _____
- 1 Pair of knee pads (optional) _____
- 1 Pumice stone _____
- 1 "Dirty towel" bag _____

Once into the bathroom, put on your apron and tie it tightly. Then:

- (a) Place your carryall tray to the *right* end of the bathtub _____
- (b) Stuck your apron pockets with scraper, toothbrush & razorblade holder _____
- (c) Tighten APC cap and place spray bottle in *right* apron loop _____
- (d) Tighten GC cap and place spray bottle in *left* apron loop _____
- (e) Put any waste baskets outside the bathroom door (or in the doorway) _____
- (f) Lay any throw rugs flat on the floor outside the door for the vacuumer _____

Cardinal Rules

- (1) **ALWAYS** wear your apron
- (2) **ALWAYS** place your cleaning tray on the floor to the right of the bathtub
- (3) **ALWAYS** have your APC in the right apron loop and your GC in the left apron loop
- (4) **NEVER** place your APC or GC spray bottles down on the counter
- (5) **ALWAYS** clean top-to-bottom, back-to-front, left to right around the room
- (6) **TWICE AROUND THE BATHROOM:** Once to do the "wet" work (*shower, tub, sink and toilet*) and once again to do the rest of the room

NOTE: Since you will be going around the bathroom twice, once to do the wet work and again to do the rest of the room, **DO NOT PLACE YOUR FEATHER DUSTER OR WHISK IN YOUR BACK POCKETS OR PUT CLEANING CLOTHS IN YOUR APRON DURING THE FIRST TRIP AROUND.**

BATHROOM CLEANING PROCEDURES:

FIRST TIME VISIT:

Unless otherwise instructed by your team manager, on *the first cleaning visit* you will normally wash the bathroom ceiling and walls using the following procedures (**you will need access to a Sh-Mop and a vacuum cleaner**):

The Floor: First, vacuum the bathroom floor to pick up hair and debris while the floor is still dry, before you get it wet while you're washing the ceiling and walls. Also vacuum shower door tracks to remove dry debris.

The Ceiling:

1. Run some cool water into the sink and add about 4-5 tablespoons of APC. You can always add a little more APC if your original solution isn't strong enough.
2. Dip the Sh-Mop cover into the sink and wring it out just past "dripping wet." If you get it too wet, it will drip all over the place.
3. Using the Sh-Mop, clean a ceiling area about two to three feet square; then rinse the Sh-Mop and start cleaning another area about the same size. Repeat this process until you have cleaned the entire ceiling area.
4. After cleaning the entire ceiling area, go over it once more using a clean Sh-Mop cover to give it a final rinse and to remove any streaks.

CAUTION: Be careful not to hit light fixtures as you're cleaning.

The Walls:

1. Remove pictures and other hanging objects (but not the hooks that they hang from). Set these items just outside the bathroom.
2. Hang a cleaning cloth from each hook to relocate them easily when appropriate. This will also make it easy to see the hooks and thereby avoid hitting one with the Sh-Mop and avoid tearing the Sh-Mop cover or pulling a hook from the wall.
3. Using the Sh-Mop, clean the walls following the same procedures described for cleaning the ceiling.
4. When you come to light fixtures, unless you've been instructed otherwise, carefully take them down, then spray and wipe them and just as carefully reinstall them.

THE "WET" WORK - FIRST TRIP AROUND THE ROOM

1A. THE SHOWER WALLS - REGULAR VISIT:

- (a) Set any items sitting in the shower area or on the tub down on the floor, moving them the shortest possible distance, and keeping them in the same relative position so you'll be able to return them to the same location on the tub or in the shower.
- (b) Put the soap bar upside down on a cleaning cloth on the floor.
- (c) Wet the shower walls around the tub area.
- (d) Squirt Tile Cleaner on the wall of the shower/tub furthest from the drain. Use your Tile Brush to spread it around, but **DON'T SCRUB YET** (*scrubbing at this point is a waste of time since it takes a couple of minutes for the cleaner to loosen soap scum and hard water deposits*).
- (e) Continue cleaning around the shower/tub walls as in (d) above, remembering not to scrub at this time.
- (f) If there are shower doors, continue applying Tile Cleaner on the inside of the doors after you've finished coating the walls.
- (g) When you're done coating the walls and shower door, put the bottle of Tile Cleaner back in the carryall tray.
- (h) Go back to the point where you began applying Tile Cleaner (d, above) and use your Tile Brush to begin scrubbing the wall using circular motions from top to bottom. **DON'T USE TOO MUCH PRESSURE; LET THE BRUSHES DO THE WORK.**
- (i) As you encounter the tub, clean the plumbing fixtures using your tile brush (and toothbrush) as needed.
- (j) When you encounter the soap dish, use the handle of your toothbrush to scrape off soap, then brush off remaining particles with the bristle end. Spray on APC if needed, but *don't rinse the soap dish yet*.

1B. THE SHOWER WALLS - FIRST TIME VISIT:

- (a) Same. However, on a first time cleaning you should **first vacuum the shower door tracks** (runners) before getting the surfaces wet. Use the crevice tool attachment of the vacuum along with a dry toothbrush to loosen the grunge.
- (b) Same.
- (c) Same.
- (d) Same.
- (e) Same.
- (f) Same.
- (g) Same.
- (h) Same, except that it may take much longer to begin seeing "clean" on a first time cleaning.
- (i) Same, except that your toothbrush may take a lot more wear and tear on the first cleaning visit.
- (j) Same, but again, it may take longer than it will on future, regular cleaning visits.

2A. SHOWER DOORS & RUNNERS - REGULAR VISIT:

2B. SHOWER DOORS & RUNNERS - FIRST VISIT:

- (a) Once you're finished scrubbing the walls, use your **white pad** to scrub the inside of the shower door (**do not use a green pad** as it may scratch the surface).

TIP: If the shower doors overlap, and you can't clean the overlapped area by moving the doors, spray some **APC (not Tile Cleaner)** on a cleaning cloth, wrap the cloth around your scraper, and slide it into the gap between the doors, moving the scraper up and down to clean this area. Then, put a dry cleaning cloth on the scraper and wipe the same area.

- (b) Use your toothbrush and APC to clean the shower door tracks (runners). If this is not effective, clean the area of the track using your scraper, cleaning cloth and APC as described in (a) above. You may also try using a folded white pad with APC to get into the runners.

- (c) You may **now rinse** the shower walls, doors and runners using **cold** water in a cup. Rinse the area from the drain end to back, and from top to bottom.

Always remember **you should have first vacuumed any shower door tracks (runners) before starting to clean the tub and shower area** (See 1B(a) above).

- (a) On a first-time cleaning, there is usually a lot of built-up soap scum dried on and cleaning this is one of the toughest jobs in house cleaning. Use Tile Cleaner and APC on the door surface, rinse, and re-wet, then re-apply Tile Cleaner and re-scrub and re-rinse if necessary.

TIP: You can use a razor blade and white pad (**do not use a green pad** as it may scratch the surface) to remove heavy layers of soap scum and hard water stains from the glass shower door. Keep the surface wet and the razor blade at an angle to avoid scratching the glass.

- (b) Spray the track area liberally with APC and clean with the tile brush (because this large brush gets into both tracks at the same time). Use your toothbrush for hard-to-reach spots.

TIP: If the shower doors overlap, and you can't clean the overlapped area by moving the doors, spray some **APC (not Tile Cleaner)** on a cleaning cloth, wrap the cloth around your scraper, and slide it into the gap between the doors, moving the scraper up and down to clean this area. Then, put a dry cleaning cloth on the scraper and wipe the same area.

- (c) Same, except that it may take as long to rinse the door tracks as it does to clean them, since the drain holes are small and are easily plugged with the grunge you're trying to rinse out.

3A. THE TUB - REGULAR VISIT:

- (a) Spread a little Sink & Tub Cleaner onto your white pad or tile brush.
- (b) Starting at the end away from the drain, use your white pad or tile brush to scrub the tub.
- (c) As necessary, use your toothbrush on mold, especially where the tile meets the tub (*Place your un-nicked tile brush in the sink*). Use steel wool to loosen hard water deposits on the faucet chrome and wipe clean and shiny.
- (d) Rinse the tub, starting at the point furthest from the drain.
- (e) Wipe the plumbing fixtures dry and shiny.

3B. THE TUB - FIRST TIME VISIT:

- (a) Same.
- (b) Same.
- (c) Same. It may require extra work with the toothbrush to clean around the plumbing fixtures.
- (d) Same.
- (e) Same.

4A. THE SINK (Inside) - REGULAR VISIT:

- (a) Wet the bowl of the sink.
- (b) Remember that you placed your un-rinsed tile brush in the sink in 3 (c) above - Use it as is to clean the sink (and only the INSIDE of the sink).
- (c) When the sink is clean, rinse out the tile brush and return it to your carryall tray.
- (d) Rinse out the sink bowl (but leave the sink rim and faucet for cleaning on your second trip around the room).

4B. THE SINK (Inside) - FIRST TIME VISIT:

- (a) Same.
- (b) Same.
- (c) Same.
- (d) Same.

5A. THE TOILET (Inside) - REGULAR VISIT:

- (a) Squirt Tile Cleaner in and around the sides of the toilet bowl.
- (b) Wet the toilet brush by dipping it into the bowl. Squirt some Tile Cleaner on it.
- (c) Starting on the inside of the upper rim of the bowl, move the brush around in a circular motion to cover all of the surfaces. Clean as deep into the bowl as you can reach.
- (d) If rings or hard water stains remain, use your pumice stick to rub away those stains.
- (e) When finished, shake excess water from the toilet brush and return it to your tray.
- (f) Flush the toilet.

5B. THE TOILET (Inside) - FIRST TIME VISIT:

- (a) Same.
- (b) Same.
- (c) Same.
- (d) Same.
- (e) Same.
- (f) Same.

THE SECOND TRIP AROUND THE ROOM

In preparation for your second trip around the room:

- (a) Put your feather duster in one back pant pocket and your whisk into the other.
- (b) Put about half a dozen cleaning cloths (or whatever number you estimate will be needed) into an apron pocket.
- (c) Since your carryall tray was placed to the right of the tub when you started your first trip around the room, this is the location where you'll begin your second trip.
- (d) As you work your way around the room, remember to move from left to right and clean from high to low.
- (e) Check your APC and GC spray bottles to make sure you have enough cleaner to make your way around the room, and check to see that the spray caps are on tight.

NOTE: You will be working with two cleaning cloths as you clean one (the wettest one) for general wiping, the other (the drier one) for streakless cleaning. Carry the drier one over your shoulder for ease of reach. When the one carried over your shoulder gets too wet for streakless cleaning, throw the wettest one into your tray and start using the other for general wiping. Sling a fresh, dry cloth over your shoulder. Repeat this process as needed.

6. MIRRORS:

A. REGULAR VISIT:

- (a) Spray lightly with GC, working from high to low.
- (b) Use a dry cloth and wipe the surface dry. (If you wipe the surface completely dry, you'll eliminate streaks.)

TIP: Always close the bathroom door as you pass it to check for any mirror mounted there. Clean any such mirrors as you encounter them.

FIRST TIME VISIT:

- (a) Same.
 - (b) Same.
- Same.

7. FINGERPRINTS AND COBWEBS:

A. REGULAR VISIT:

- (a) Doors and doorways are usually marred with fingerprints. Use your APC to clean fingerprints as you encounter them.
- (b) Get in the habit of looking up for cobwebs as you move around the room. Use your feather duster (or an extension duster) to knock them down.

B: FIRST TIME VISIT:

- (a) Same.
- (b) Same.

8. TOWEL RACKS:

A. REGULAR VISIT:

- (a) Remove towels and lay them on the nearest horizontal surface.
- (b) Use GC and a cleaning cloth and, as necessary, your toothbrush.
- (c) Fold and rehang towels on the rack.

B. FIRST TIME VISIT:

- (a) Same.
- (b) Using the toothbrush with APC may be the best and fastest method on a first-time cleaning.
- (c) Same.

9. MEDICINE CABINET:

A. REGULAR VISIT:

- (a) Wipe the top with a cloth.
- (b) Clean the mirror.
- (c) If there is an exposed shelf (no doors), move all the items to one side and spray and wipe the cleared area. (If the shelf is too crowded to merge the two halves, move the items to the nearest horizontal surface.)
- (d) Pick up each item and wipe it as you move it to the clean side (or back onto the shelf it you moved the items off the shelf before cleaning it).
- (e) Now clean the other side of the shelf (unless you already cleaned the entire shelf after moving all of the items off it).
- (f) Redistribute the items as they originally were on the shelf.

B. FIRST TIME VISIT:

- (a) Same.
- (b) Same.
- (c) Same.
- (d) Same.
- (e) Same.
- (f) Same.

TIP: Don't open cabinet doors to clean inside the cabinet as this is not part of regular light housecleaning.

NOTE: On a first time cleaning, check with your team manager to see whether or not you are to clean inside the medicine cabinet on this first-time visit.

10. THE SINK (Outside):

A. REGULAR VISIT:

- (a) When you come to the sink, use APC and your toothbrush to clean faucet.
- (b) Use your white pad and APC around the rest of the sink (not the bowl, which you previously cleaned). Use clean cloth to wipe dry.

B: FIRST TIME VISIT:

- (a) Same.
- (b) Same.

11. THE TOILET (Exterior Only)

A. REGULAR VISIT:

- (a) Start at the top of the tank and clean down using APC and a cloth. Wipe the handle as you pass it.
- (b) Place the lid and seat in the "up" position. Then:
 - (i) Spray the underside of the seat and lower it.
 - (ii) Spray the top of the seat, but don't wipe it yet.
 - (iii) Spray the underside of the lid and lower it.
 - (iv) Spray the top of the lid.
 - (v) Spray the hinges and the small flat area of porcelain on the far side of them.
- (c) Use APC and the toothbrush to clean around the hinges and small porcelain area. Then wipe the porcelain, hinges and top of the lid dry. Raise the lid.
- (d) Use your toothbrush to clean around the rubber bumpers and hinges. Wipe clean and dry. Wipe the top of the seat and wipe it. Use the toothbrush again where needed and wipe dry.
- (e) Spray the top rim of the porcelain bowl using APC, and clean all the way down the outside to the floor. Use your toothbrush to clean the area where the toilet meets the floor, all around the plastic caps.
- (f) Spray the floor area around the base of the toilet with APC and wipe it clean and dry. *(If the area is carpeted, use your whisk to clean behind the toilet in the area the vacuum can't reach.)*
- (g) Spray restroom cleaner on the inside and outside of the toilet, including the seat and floor area.

B: FIRST TIME VISIT:

- (a) Same.
- (b) Same.
- (c) Same.
- (d) Same.
- (e) Same.
- (f) Same.
- (g) Same.

12. SHOWER DOORS (Outside)

A. REGULAR VISIT:

- (a) Clean the outside only as needed with GC (often, all you need to clean are fingerprints around the door handle).
- (b) Clean the outside of the tub only as needed.

B: FIRST TIME VISIT:

- (a) Same.
- (b) Same.

13. THE FLOOR:

- (a) Starting at the point furthest from the door (you'll work your way out of the room), spray an area about 2 feet square with APC. *(You may want to put on knee pads to clean the bathroom floor.)*
- (b) Using several of the used *(but fairly clean)* cleaning cloths, get down on your knees wiping in deliberate, methodical side to side motions. Turn your cloth over often using the cleaner side to avoid making streaks. Respray APC and change cloths as necessary.