

## Washroom Cleaning Program

**Objective:** Ensure all washroom facilities are cleaned and sanitized regularly to maintain hygiene and comply Employment Standards Act regulations as updated from time to time.

**Scope:** This program applies to all washroom facilities within the workplace.

### Responsibilities:

- **Cleaning Staff:** Perform cleaning tasks as per the schedule and checklist.
- **Supervisors:** Ensure compliance with the cleaning schedule and maintain records.
- **Employees:** Report any issues or concerns regarding washroom cleanliness.

## Cleaning Schedule

### Daily Cleaning Tasks:

- Clean and disinfect all surfaces (sinks, toilets, urinals, countertops).
- Clean mirrors and fixtures.
- Refill soap dispensers, paper towels, and toilet paper.
- Empty and sanitize trash bins.
- Sweep floors to remove debris
- Mop/scrub floors

### Weekly Cleaning Tasks:

- Deep clean and disinfect all surfaces.
- Clean and sanitize walls and partitions.
- Check and clean ventilation grilles.
- Inspect and clean light fixtures.

### Monthly Cleaning Tasks:

- Perform a thorough inspection of all washroom facilities.
- Deep clean and sanitize all areas, including less accessible spots.
- Replace, patch or paint any worn-out or damaged fixtures, floors and walls.



### Cleaning Checklist

Task Description	✓	Notes	Frequency
Clean and disinfect sinks and counters			Daily
Clean and disinfect toilets and urinals			Daily
Refill soap dispensers			Daily
Refill paper towels and toilet paper			Daily
Empty and sanitize trash bins			Daily
Sweep and mop floors			Daily
Clean mirrors and fixtures			Daily
Deep clean and disinfect all surfaces			Weekly
Clean and sanitize walls and partitions			Weekly
Check and clean ventilation grilles			Weekly
Inspect and clean light fixtures			Weekly
Perform thorough inspection			Monthly
Deep clean and sanitize all areas			Monthly
Replace worn-out or damaged fixtures			Monthly

Date Completed: \_\_\_\_\_

Time: \_\_\_\_\_

Cleaner Name: \_\_\_\_\_ Cleaner Signature: \_\_\_\_\_

Supervisor Sign-Off: \_\_\_\_\_