### BUCKEYE HONORS PROGRAM

**Routine Restroom**

**Enhanced Procedures**

6-Step Standardized Cleaning Process

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**1. Disinfect**

Spray all the high-touch areas with a Buckeye Disinfectant. Do not wipe down.

**2. High Dust**

Clean in a clockwise pattern around the room everything above the shoulders.

**3. Spot Clean**

Clean glass and mirrors with a Buckeye Glass Cleaner. Check all soap and paper dispensers and refill as necessary. Spot clean walls and partitions with a Buckeye Muscle cleaner as necessary. Go back to the high-touch areas that were initially sprayed with the disinfectant (time should have been between 6–7 minutes) and spray again and wipe down this time (the last 2–3 minutes of dwell time will be achieved for complete disinfection).

**4. Dust Mop or Sweep**

Scrape up items stuck to the floor with a putty knife, being careful not to gouge the floor.

**5. Empty Trash**

Do not push down on trash as there may be sharp objects in the trash bag.

**6. Damp Mop**

Post “Wet Floor” signs at the area entrance. Outline the area with a damp mop and fill in using a figure-8 technique.

**Equipment Care**

- Clean and store equipment after completing Routine Cleaning procedures.
- Rinse mop heads and hang them to dry.
- Rinse buckets and wringers.
- Place dirty dust mop heads in a laundry bag.
- Treat new mop heads with a Buckeye Dust Mop Treatment.
- Wipe down all equipment including electrical cords.
- Check electrical cords for frayed or cracked wires or missing ground pins. Report any problems to your supervisor and do not use the equipment.
- If using an autoscrubber, empty the recovery tank, clean the squeegee blade, and inspect it for damage. Report any damaged or worn equipment to your supervisor.
- Refill or change out products when necessary, or inform your supervisor.