

Bathrooms and Toilets – Cleaning

WI.Co.W.01.04

Potential Hazards

Bending, lifting, posture, working above shoulder height, twisting, slips, kneeling and chemical handling.

Control Measures

- Only use chemicals approved by Westmont Community Care.
- Use correct manual handling processes.
- Alert other persons in the home of wet areas.

Prepare

1. Review the area to be cleaned to identify any hazards and remove if required.
2. Collect the cleaning chemicals and equipment required to conduct cleaning.
3. Check that the mop and bucket meet Westmont Community Care standards.
4. Open doors or windows and turn on the exhaust fan where possible.
5. Put on gloves and relevant Personal Protective Equipment (PPE).

Clean

1. Bath:
 - 1.1 Kneel on a folded towel or something similar to support your knees.
 - 1.2 Use one hand on the bath to support your weight and do not overreach.
 - 1.3 Use a clean cleaning cloth or disposable cloth.
 - 1.4 Spray the appropriate chemical onto the cloth.
 - 1.5 Wipe down the tiles above the bath, the grab rails and the bath.
 - 1.6 Rinse the tiles and bath and wipe dry with a clean cloth.
2. Mirror:
 - 4.1 If required, use a new cleaning cloth.
 - 4.2 If using a glass cleaner, spray the cleaner directly onto the glass surface and wipe from top to bottom.
 - 4.3 If using an alternative chemical, spray the chemical onto the cloth and wipe from top to bottom.
 - 4.4 Rinse with clean water and wipe dry with a clean cloth.
3. Hand basin and vanity:
 - 5.1 If required, use a new cleaning cloth.
 - 5.2 Spray the appropriate chemical onto the cloth.
 - 5.3 Wipe down the tiles above the vanity, basin, taps and vanity.
 - 5.4 Rinse with clean water and wipe dry with a clean cloth.
4. Shower stool (where relevant):
 - 2.1 Remove the shower stool from the shower.
 - 2.2 If required, use a new cleaning cloth.
 - 2.3 Spray the appropriate chemical onto the cloth.
 - 2.4 Wipe down the shower stool lid, legs and arms.
 - 2.5 Rinse with clean water and wipe dry with a clean cloth.

5. Shower:

- 3.1 If required, use a new cleaning cloth.
- 3.2 Spray the appropriate chemical onto the cloth.
- 3.3 Wipe down the walls, grab rails and base of the shower.
- 3.4 Rinse with clean water and wipe dry with a clean cloth.
- 3.5 Clean the inside and outside of the glass screens/door with glass cleaner.
- 3.6 If glass cleaner is not available, use an appropriate cleaner and wipe down, then rinse with clean water and wipe dry with a clean cloth.
- 3.7 Return the shower chair to the shower cubicle (where appropriate).

6. Toilet:

- 6.1 Flush the toilet and remove the 'over toilet' frame where relevant.
- 6.2 Apply toilet cleaner into and around the inside of the toilet bowl. Allow time for the chemical to work.
- 6.3 Using a clean cleaning cloth or disposable cloth, spray the appropriate chemical onto the cloth and wipe:
 - Over the toilet cistern
 - Grab rails
 - The toilet lid outside and inside
 - The toilet seat on both sides
 - The outside areas of the toilet rim and frame
 - The over toilet seat/frame (where relevant)
 - Wipe behind the toilet, cleaning the tiles and under the brush holder and toilet roll holder at the same time
- 6.4 If available, brush the inside of the toilet bowl and/or flush the toilet.
- 6.5 Dispose of the cleaning cloth or put into the laundry washing pile.
- 6.6 Use a clean, wet cloth to wipe chemical residue for the toilet lid and seat.
- 6.7 Always use a new cleaning cloth or disposable cloth to wipe down walls and surfaces surrounding the toilet.

7. Floors:

Note: Toilet floors should be the last floors to be mopped in the home.

- 7.1 Fill the mop bucket halfway with warm water and add the recommended amount of cleaning chemical.
- 7.2 Put the mop head into the bucket and wet thoroughly.
- 7.3 Wring the mop.
- 7.4 Mop the floors in a figure 8, holding the mop close to your body and working from the furthest corner to the door.
- 7.5 Rinse and wring the mop regularly.
- 7.6 Dry the floors with a clean cloth or other dry mop.

Tidy and Store

1. Dispose of all cleaning cloths or put them into the laundry washing pile, including removable mop cloths.
2. For non-removable mop clothes, rinse the cloth in clean water, wring well and store up-side down to allow to dry.
3. Rinse the mop bucket.
4. Return all chemicals and equipment to correct storage location.