



ULTRA003

Method Statement

1	Task	Toilet and Urinal Cleaning
2	Equipment	Warning sign, gloves, detergent, toilet detergent, spray bottle, hand bucket, colour coded cloths, abravisé pad, toilet brush and waste bag
3	Method	

- a. Collect equipment
 b. Display caution sign
 c. Ventilate area, if possible.
 d. Put on gloves and any other personal protective equipment as indicated in the COSHH assessment
 e. Empty waste bins
- TOILETS:-**
 Close lid and flush toilet
 Using toilet brush, push back water to reveal water line.
 Apply toilet detergent to inside of toilet bowl and under the rim.
 Three quarter fill bucket with water. Fill spray bottle with water to correct level and then add detergent (as per manufactures instructions)
 Using spray bottle, apply cleaning agent to all items to be cleaned within toilet cubicle.
 With colour coded cloth well wrung out in fresh water bucket, wipe clean all sprayed items.
 Rinse cloth frequently. Then wipe cistern, flush handle, outside of toilet bowl, top of lid then underside of lid, top of seat, underside of seat, top of bowl and hinges.
 Scrub inside of toilet bowl with brush until clean
 Flush toilet rinsing brush in clean flush water
 With dry cloth or paper remove excess liquid from cleaned surfaces
 Check and replenish toilet paper
- URINALS**
 Allow to flush
 Remove debris from outlets and channels into waste bag
 Apply toilet detergent to inside of urinal
 Spray items to be cleaned with detergent solution
 Wipe all items from clean to dirty, rinsing frequently in bucket of water
 Brush inside of urinal until clean
 Allow urinal to flush, rinsing brush in clean flush water
 Remove all materials and equipment to store cupboard
 Clean and check all equipment
 Remove caution sign

NB DO NOT MIX CHEMICALS, AS POISONOUS GASSES MAY BE RELEASED