



water for people
INDIA
EVERYONE • FOREVER

**KEEP YOUR TOILET
SAFE AND CLEAN**

Toilet Cleaning Guide



Guidelines for School Cleaners

Cleaning is the removal of soil and germs from the surface. Disinfection is the process, which involves the elimination of most pathogenic microorganisms (excluding bacterial spores) on inanimate objects. Chemicals used in disinfection are called disinfectants. Proper cleaning and disinfection are primary controls in infection control. A school employs a cleaner to carry out proper cleaning and as part of the infection control program. The cleaner is directly responsible to the Principal. A communication toolkit should be created to ensure information flow between the cleaner & the principal (or any another nominated person). Cleaning standards should be monitored through periodic inspection by the Principal and an internal annual audit as part of the Work Health and Safety Management System.

Role and responsibilities of the cleaner

- Promote a culture of safety in the school
- Comply with policy, general instructions and rules and regulations of the school
- Identify any unsafe behaviour or unhealthy conditions in the school and report to the Principal/ Headmaster
- Be responsible for own health and safety and towards health and safety of others in the school, especially children
- Co-operate with the Principal and workers to enable compliance with any requirements, regulations and relevant codes of practice, that are imposed in the interest of health, safety and welfare
- Ensure storage areas are tidy and safe
- Wear personal protection equipment like rubber gloves, boots, apron, etc. at all times
- Seek approval from Principal prior to procurement of cleaning agents and equipment. Only approved cleaning agents to be brought on to the school site
- Complete and duly filled (sign & date) cleaner's checklist as required by the Principal

Cleaning services

The Cleaner is required to provide a range of cleaning services throughout the term in a manner that accommodates any agreed after hours use of the school by workers or groups. Services must be provided with:

- Proper diligence and care
- All reasonable directions
- Minimum disturbance to any workers
- Certain standards to a reasonable level of satisfaction of the Principal
- The use of powder and water only as is reasonably necessary

Security

The cleaner must ensure as reasonably practicable that school is locked and secured at all times. It should not be occupied by any workers other than nominated by the Principal.

Toilet Cleaning Process for Students



1

Pour water in the toilet before and after use



2

Sit properly on the seat while using the toilet



3

Flush the toilet after use



4

Stand properly while using the urinal



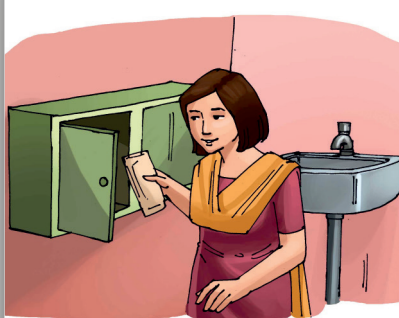
5

Flush after using the urinal



6

Use the Change Room for cleaning and changing during menstruation



7

Dispose used sanitary napkins in the incinerator



8

Always wash your hands with soap after using the toilet

Toilet Cleaning Process for Toilet Cleaners



1

Pour water
inside the toilet
blocks



2

Clean the urinals and
toilets using detergent
powder, phenyl or toilet
cleaning solution



3

Wash hands after
cleaning the toilets
with soap



4

Regular monitoring and
inspection of toilet cleaning by
the toilet cleaners to be done
by School WATSAN Committee
and teacher



5

Linking of toilet cleaners
with schools through an
Annual Maintenance
Contract (AMC)

CLEANING GUIDE

Toilets (Daily)

- Clean toilet bowls
- Disinfect toilet seats
- Clean urinals
- Sweep toilet floors
- Mop toilet floors with disinfectant
- Check soap & deodorant blocks and restock if needed
- Clean toilet hand basins

Toilets (Weekly)

- Wash and wipe out bins with disinfectant
- Clean hand basins and mirror

Dustbins

- Regularly empty bins that are kept in the toilets

Sweeping/ Mopping

- Sweep front and back door entrance

GENERAL

- Do a general check of areas on a regular basis
- Sweep the cement area between the wheelchair ramp and building

Keep in mind

- ➡ Regular toilet cleaning is an essential part of the operation and maintenance of the toilet blocks
- ➡ Formation of School WATSAN Committee is important for ensuring the operations and maintenance of the toilet blocks
Work done by the toilet cleaner should be monitored by the School WATSAN Committee on a regular basis
- ➡ Each and every student should be made responsible for maintaining the cleanliness of the toilet blocks
- ➡ Schools should link up with toilet cleaners through an Annual Maintenance Contract (AMC) for regular upkeep of the toilet blocks

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