Toilet Cleaning Process for Students

1. Sit properly on the seat while using the toilet.
2. Clean toilet bowl.
3. Pour water in the toilet before and after use.
4. Clean toilet seats.
5. Clean urinals.
7. Mop toilet floors with disinfectant.
8. Check soap & deodorant blocks and restock if needed.
9. Clean toilet hand basins.
10. Wash and wipe out bins with disinfectant.
11. Clean hand basins and mirror.
12. Regularly empty bins that are kept in the toilets.
13. Regularly empty bins that are kept in the toilets.
14. Regularly empty bins that are kept in the toilets.
15. Sweep the cement area between the wheelchair ramp and building.
16. Do a general check of areas on a regular basis.

CLEANING GUIDE

Toilet Cleaning Process for Students

1. Sit properly on the seat while using the toilet.
2. Clean toilet bowl.
3. Pour water in the toilet before and after use.
4. Clean toilet seats.
5. Clean urinals.
7. Mop toilet floors with disinfectant.
8. Check soap & deodorant blocks and restock if needed.
9. Clean toilet hand basins.
10. Wash and wipe out bins with disinfectant.
11. Clean hand basins and mirror.
12. Regularly empty bins that are kept in the toilets.
13. Regularly empty bins that are kept in the toilets.
14. Regularly empty bins that are kept in the toilets.
15. Sweep the cement area between the wheelchair ramp and building.

Join Us

Let’s reach every family, school and health centre TOGETHER.
Your support can help us make clean water available to EVERYONE FOREVER!

Contact Us
Water For People India
C-2/51, Ground Floor
Safdarjung Development Area
New Delhi – 110016
Ph: 011-26564225
www.waterforpeople.org

KEEP YOUR TOILET SAFE AND CLEAN

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.

Formation of School WATSAN Committee is important for ensuring the operations and maintenance of the toilet blocks.
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.
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 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
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)
Cleansing 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

Contact Us
Water For People India
C-2/51, Ground Floor
Safdarjung Development Area
New Delhi - 110016
Ph: 011 26564225
www.waterforpeople.org

Connect with us socially:
facebook.com/WaterForPeopleIndia/
@Water4People_IN

JOIN US
Let’s reach every family, school and health centre TOGETHER.
Your support can help us make clean water available to EVERYONE FOREVER!
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 Toilet Cleaners

1. Clean the urinals and toilets using detergent powder, phenyl or toilet cleaning solution
2. Pour water inside the toilet blocks
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)
6. Promote a culture of safety in the school
7. Comply with policy, general instructions and rules and regulations of the school
8. Identify any unsafe behaviour or unhealthy conditions in the school and report to the Principal/Headmaster
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. Dispose used sanitary napkins in the incinerator.
7. Always wash your hands with soap after using the toilet.
8. Use the Change Room for cleaning and changing during menstruation.

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.

JOIN US

Let’s reach every family, school and health centre TOGETHER.
Your support can help us make clean water available to EVERYONE FOREVER!

Contact Us
Water For People India
C-2/51, Ground Floor
Safdarjung Development Area
New Delhi - 110016
Ph: 011 26564225
www.waterforpeople.org

Donate
Fundraise
Volunteer
Partner

CONNECT WITH US @facebook.com/WaterForPeopleIndia/
@Water4People_IN