

Guidance on Cleaning Standards for School Toilets

Introduction

Schools are required by the 1999 Education (School Premises Regulations) to ensure the health, safety and welfare of pupils. The provision of clean and well maintained toilet and hand washing facilities is a basic requirement in any workplace or educational setting but takes on an added importance in schools.

Organisms that can be harmful to health can survive on environmental surfaces. Viruses, in particular, can be excreted in large numbers in respiratory secretions and stools and can stay on surfaces for hours and days. School children are recognized as at particular risk of contracting and passing on infections (such as E.coli) which can be contracted by frequent hand contact surfaces (such as toilet flushes, door handles, locks, taps or hand dryers). Personal hand washing and hygienic toilet and hand washing facilities are vital to prevent the person-to-person spread of infections.

The information in this guidance document discusses and documents the definitive cleaning standards for toilets in any school wishing to comply with the standards as endorsed by:

- BOG Standard
- British Toilet Association – BTA
- British Institute of Cleaning Sciences – BICSc

The document is divided into five sections, comprising of:

1. General principles of cleaning and maintenance
2. Cleaning standards
3. Frequency and methods
4. Cleaning tasks
5. Detailed description of the methods to be employed.

1. General principles of cleaning and maintenance

Toilets should be clean, maintained, in good repair, well ventilated and monitored.

Cleaning

- a) Schools toilets should be cleaned at least twice a day, including between peak periods of use (such as mid-morning, after lunch break and end-of-day)
- b) Not all be cleaned at the same time to ensure adequate access for pupils
- c) Remain open to pupils throughout the school day
- d) Restrict closures to temporary cleaning purposes
- e) Ensure provision for extra spot cleaning as needed
- f) Be deep cleaned during school holidays by a specialist, registered company, at least three times a year.

Sanitary facilities for girls

It is recommended that a sanitary disposal unit is provided in each cubicle to provide privacy and protect the modesty of girls menstruating at a sensitive age. Sanitary disposal facilities should be provided for all girls aged eight and over.

- a) Ordinary bins are not sufficient
- b) Sanitary disposal units should be emptied and cleaned sufficiently often by a registered company to stop them becoming over-full or odour

Maintenance

- a) School toilets should be maintained in good repair
- b) Ensure supplies of toilet paper, soap, paper towels are stocked throughout the day
- c) Ensure emergency repairs of toilets are done promptly to minimise disruption to the service
- d) The school should hold spare cubicle locks
- e) Ensure planned maintenance takes place outside school hours

Ventilation

- a) Windows should be opened during cleaning work
- b) Toilets are required to have mechanical ventilation. Where toilets do not have windows the mechanical ventilation should be switched on during cleaning work

Monitoring

- a) School toilets should be monitored regularly as part of a documented rota and policy.
- b) A cleaning audit checklist should be located in the toilets, dated and signed at regular intervals throughout the day
- c) A faults and repair audit checklist should be maintained

Drinking water

- a) Drinking water supplies and facilities of any sort should not be located in the toilets

Safety

- a) Cleaning equipment should be colour coded (e.g. blue for toilets areas including basins, taps and cubicle locks; red for toilet pans, cisterns and urinals)
- b) Cleaners should follow all COSHH Regulations and ensure the correct use and storage of detergents and chemicals.
- c) All cleaning materials should be out of reach and stored locked away from contact with pupils
- d) Commercial brands are advocated over 'home mixed' products in bottles or containers as they can readily become contaminated during the 'topping up' process.
- e) Do not pour any waste water into urinals or toilets; this should be emptied into a butler cleaner's sink
- f) Bleach (hypochlorite) is not permitted in all schools. If permitted, bleach can be used where there is a known infection risk...and after ensuring that all Health and Safety, including COSHH issues, are addressed.

2. Cleaning Standards Specification Table

	ACCEPTABLE ON COMPLETION OF TASK	UNACCEPTABLE
GENERAL		
Removal of loose debris	Free from litter, debris, dust and loose foreign matter	Build-up of litter, debris, dust and loose foreign matter
Removal of impacted debris	Free from impacted debris e.g. chewing gum, labels etc.	Build-up of impacted debris
HARD FLOORS		
1) Mopping a) Spot mop	Dry and free from spillages, removable stains, superficial marks and loose debris.	Build-up of spillages, removable stains, superficial marks and loose debris.
b) Full mop	Has uniformed appearance and is dry and free from spillages, removable stains, superficial marks and loose debris.	Build-up of spillages, removable stains, superficial marks and loose debris. Having a non-uniform finish.
2) Scrub	Dry and free from removable stains, spillages, ingrained dirt, scuffmarks and impacted debris. Of uniform appearance.	Build-up of removable stains, spillages, ingrained dirt, scuffmarks and impacted debris. Of non-uniform appearance.
VERTICAL SURFACES AND HIGH LEVEL		
1) Dust	Free from visible loose debris, dust and cobwebs.	Build-up of loose debris and dust on vertical surfaces and at points of contact with horizontal surfaces.
2) a) Damp wipe / spot wash	Free from impacted debris, dust cobwebs and removable stains / graffiti.	Build-up of impacted debris and dust on vertical surfaces. Removable stains.

b) Damp wipe / full wash	Free from impacted debris, dust cobwebs and removable stains/ graffiti. Uniform appearance.	Build-up of impacted debris and dust on vertical surfaces and at points of contact with horizontal surfaces. Removable stains, smears.
FURNITURE, FIXTURES AND FITTINGS		
Dust	Free from visible loose debris, dust and cobwebs.	Build-up of loose debris and dust on horizontal surfaces and at points of contact with vertical surfaces.
1) Damp wipe / wash	Free from impacted debris, dust, and cobwebs and removable stains Uniform appearance. Dry.	Build-up of impacted debris and dust on vertical surfaces and at points of contact with horizontal surfaces. Removable stains, smears.
2) Polish	Dry and free from removable stains, spillages and debris. Has bright even sheen.	Non-uniform appearance, build-up of removable stains, spillages, loose debris, marks and excess polish.
SANITARY FITTINGS		
1) Damp wipe / wash	Free from impacted debris, dust, removable stains, body fats and fluids. Uniform appearance. Dry. Odour free.	Build-up of impacted debris, dust and fats on all surfaces and at points of contact with horizontal surfaces. Removable stains, smears.
2) Deep clean	Free from impacted debris, dust, removable stains, body fats and fluids, scale and verdigris (green deposit or powder formed on copper). Uniform appearance. Dry. Odour free.	Build-up of impacted debris, dust, fats, scale and verdigris on all surfaces and at points of contact with other surfaces. Removable stains, smears.

3. Frequency and Method Table

Item		Frequency	Method
1	General environmental surfaces	At least daily	<p>Surface areas must be manually cleaned and dried between uses and/or at end of day (depending on surface) using general purpose detergent & hot water. Ensure that you use the correct coloured cloth. Red cloths should be used for high risk areas (toilets and urinals), whilst yellow cloths should be used for fixtures and basins. Ensure that all areas are thoroughly dry.</p> <p>Disposable cloths/paper towels could be used, but it is imperative that the correct sequence of cleaning is followed, from lower risk to high risk.</p> <p>Disinfectant to be used if known infection risk and then rinsed.</p> <p>NB disinfectants will not work on dirty surfaces.</p>
2	Frequent hand contact sites, such as toilet flush handles, taps and door knobs.	At least daily and it is advisable for toilets to be cleaned twice or three times daily	<p>As above re: detergent and hot water. Cream cleanser can be used for sinks and basins. Ensure both sides of toilet seats and handles are cleaned. Clean and dry basin taps. Clean toilet flush handles and door knobs. Attention should be made to the sides and underside of hand dryers.</p> <p>All surfaces of urinals are to be washed down using a detergent and hot water. Attention should be paid to the underside and surround of urinals.</p> <p>Disabled persons' grab rails should be cleaned with detergent and hot water.</p>
2a	Wash hand basins lower risk	Constant use:- at least twice, or advisable, 3 times	<p>All surfaces to be cleaned with detergent and dry polished.</p> <p>Disinfectant/hypochlorite to be used if known infection risk and then rinsed.</p>
2b	Urinals / Toilets higher Risk	Constant use:- at least twice, or advisable, 3 times	<p>Hand soap, preferably liquid soap, should be available for all hand washbasins. Hygienic hand drying facilities should be in close proximity to hand basins.</p>
3	Floors	Daily	Wash with hot water and detergent.

			Disinfectant is required only after contamination with blood spillages.
4	Refuse bins	Daily	<p>Empty bins at least twice daily.</p> <p>Clean the outside of the bins daily. Clean inside with hot water and detergent, if contaminated.</p> <p>Liners to be renewed daily.</p>
5	Feminine hygiene bins	Daily	<p>Clean outside of bins daily</p> <p>Lift bins off the floor during wet mopping</p> <p>Sanitary product disposal bins are emptied and cleaned sufficiently, often by a registered company to prevent them becoming over-full or odorous.</p>
6	Mirrors	Daily	Mirrors to be polished and any stainless steel should be kept bright.
7a	Walls	Walls / partitions spot cleaned daily	Check walls and partitions for marks and stains and clean as required, using detergent and a cloth with warm water.
7b	Ceilings / windows / lights / air vents / fittings	Periodically	Routine cleaning not required. Clean periodically with hot water and general purpose detergent. Clean with a disinfectant if contaminated with blood. Stainless steel should be kept bright.
8	Pipe work (external)	Weekly	Clean weekly with hot water and general purpose detergent.
9	Drinking water facilities	Daily	<p>Water facilities should be cleaned daily. If children drink directly from a spout, the detergent needs to be safe. Peroxide sprays and/or proprietary wipes (of a kind intended for water cooler use) should be used daily to keep cooler taps/spouts in hygienic condition.</p> <p>Drinking water facilities (including taps, fountains and coolers) must not be</p>

			located in toilets areas. Drinking water facilities should be cleaned daily, including outdoor facilities.
10	Blood or bodily fluid spills	Immediately	Where there is known blood or bodily fluid contamination (e.g. spills of vomit or faecal matter) spills should be cleaned immediately and any contaminated surfaces cleaned and disinfected

NOTE: BLEACH should be used very carefully following COSHH procedures, and must not be mixed with any other cleaning products. The possible combination of hypochlorite and ammonia could be fatal! It is strongly advised not to use bleach; it should only be used after the relevant training. It must not be used on metal surfaces.

Do not pour any waste water into the urinals; this should be disposed of in a butler’s sink. If this is not available, the waste water should be emptied into the toilet.

4. Cleaning and maintenance tasks

The cleaning solutions, chemicals and disinfectant that are used should ideally be ones that provide at least a 99.9% effective sterility and germ kill and are effective against MRSA, E Coli, and other forms of bacteria. The onus is on the suppliers of these products to provide the relevant safety data sheets, as well as any other pertinent literature.

Always work from the cleanest area to the dirtiest area in the following group order:

Frequency	Order, items, colour	Items
Daily	<p style="text-align: center;">Clean 1st</p> <p>Yellow cloth, yellow pail and recommended cleaning product</p>	<ul style="list-style-type: none"> • Taps • Wash basins (including undersides), splash backs and vanity tops • Butler sinks • Soap dispensing facilities • Hand drying facilities, including underside and surround of hand dryers • Cubicle door handles and locks, including undersides • Toilet flush handles (including undersides) or knobs • Mirrors • Internal glass e.g. on entrance/exit doors • Bins; clean outside; clean inside if visibly dirty • Exterior of sanitary product dispensers
	<p style="text-align: center;">Clean 2nd</p> <p>Red cloth, red bucket and recommended cleaning product.</p>	<ul style="list-style-type: none"> • Exterior of sanitary disposal facilities • WCs, including under the rim, and not forgetting the underside of seats and lids • Urinal privacy dividers • Urinals, including underside and surround • Pipe work around WCs, urinals, washbasins and sinks
	<p style="text-align: center;">Clean Last</p> <p>Red handled mop, red bucket and recommended cleaning product.</p>	<ul style="list-style-type: none"> • Floors • Skirting
Notes:	<p>Remove any marks from</p> <ul style="list-style-type: none"> ○ Walls ○ Cubicle partitions ○ Doors <p>Also:</p> <ul style="list-style-type: none"> ○ Remove graffiti ○ Report problems and defects ○ Refill toilet paper, soap, paper towels and air fresheners ○ Fill in cleaning audit checklist and the faults and repair form. 	

Weekly	Yellow cloth, yellow pail and recommended cleaning product	<ul style="list-style-type: none"> • Washing walls • Radiators • Wipe clean ledges, tops of door frames, tops of cubicles • De-scale build-up of lime scale on washbasin and sink bowls, taps and urinals
Monthly	Yellow cloth, yellow pail and recommended cleaning product	<ul style="list-style-type: none"> • Windows (included in regular window cleaning schedule) • Behind radiators • Lights • Air vents and ventilation systems • Ceilings
Every Term	Deep clean using a specialist service provider and equipment	<p>Tasks that the deep clean company should carry out:</p> <ul style="list-style-type: none"> • Remove the hidden build-up of uric scale and lime scale in the pipes and traps, wall / floor and WC / urinal and washbasin junctions. • De-scale and steam wash at high temperature to remove accumulated dirt and stains, including in hard to clean places: <ul style="list-style-type: none"> ○ All WCs, urinals, washbasins, showers, mechanisms, floors and wall and floor junctions • Scrub and leave spotless <ul style="list-style-type: none"> ○ Ceilings, walls, tiles, grouting, lights, vents, windows, mirrors, ventilation systems

5. Detailed description of methods

See the following guidelines as to how these tasks are to be carried out:

1. General Environment
2. Basins, sinks, urinals and toilets
3. Floors
4. Refuse bins
5. Feminine hygiene bins



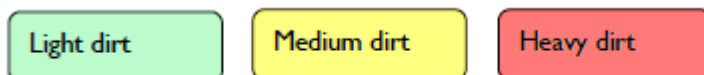
6. Walls, ceilings, windows, mirrors etc.

I. GENERAL ENVIRONMENT

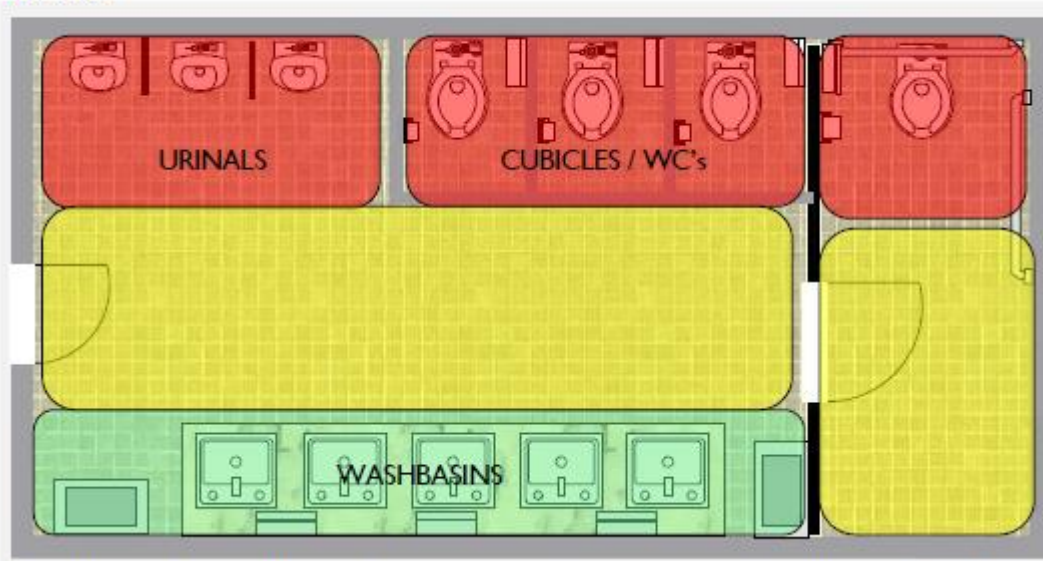
- a. The toilets should be cleaned at least twice daily in medium to high traffic areas.
- b. Always start from the least dirty then move on to most dirty...leaving the cleaning and mopping of the "traffic" areas" till last.
- c. Ensure that you have the correct colour equipment:

RED cloths, mops and buckets for higher risk areas such as toilets, urinals and toilet floors. Yellow cloths (with red border) for, wash hand basins, mirrors and other fixtures (including cubicle door handles), which represent lower risk areas.

The following diagram indicates the areas that are likely to be the dirtiest, or pose the highest risk:



TOILETS



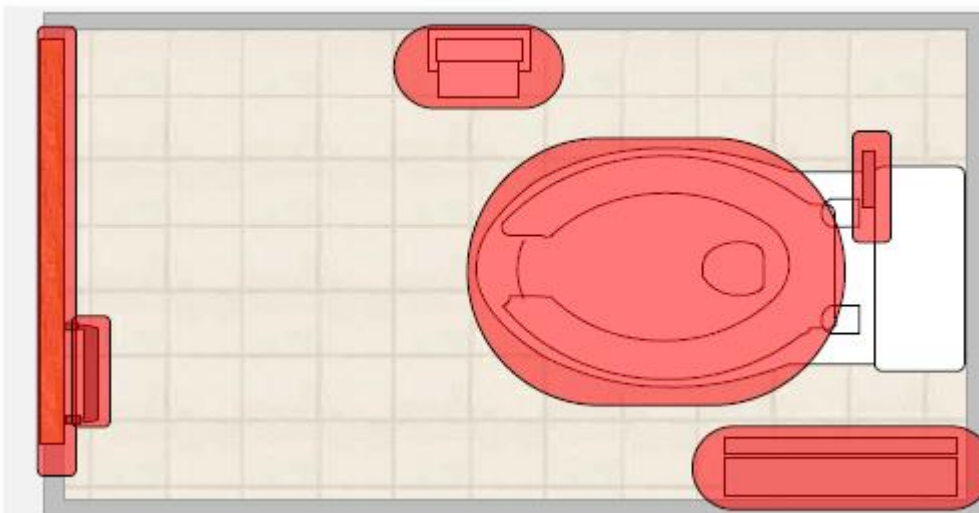
Start cleaning the toilets from in the green area, then move on to the red areas. The yellow area, or walkway, should be done last to prevent slips and trips.

You should apply the toilet bowl and urinal cleanser / sanitiser to these units before commencing with the washbasin area. This will allow the disinfectant enough contact time to be effective.

Remember that **red cloths** should only be used for WC's and urinals and **SHOULD NOT** be used in the other areas. Cleaning cloths should be colour coded and only used in appropriate areas to avoid cross-contamination (the spread of germs from one area to another).

Red buckets and **red** handled mops only are to be used in the toilets.

CUBICLE



II. BASINS, SINKS, URINALS AND TOILETS

Equipment needed: -

- a. Warning signs

- b. Personal Protective Equipment
- c. Toilet brush
- d. Cloths and buckets of appropriate colour
- e. Cleaning agents as well as a de-scaler for urinals and pans
- f. Measure or dispenser and a spray bottle
- g. Non-abrasive pad
- h. Pair of tweezers
- i. Supply of toilet paper
- j. Sanitary bags, if appropriate bottle brush
- k. Replacement waste bags of appropriate colour

How to clean basins, sinks, urinals and toilets



- a. Assemble equipment.
- b. Inspect hands and protect as necessary. Put on personal protective equipment (PPE), such as gloves and eye protectors.
- c. Select correct chemicals, and prepare cleaning solution, adding product to water, put correct quantity into bucket.
- d. Site “closed for cleaning” sign and open windows.
- e. Turn off automatic flushing system.
- f. Clear waste outlets and channels.
- g. Empty the waste bins.
- h. Flush toilets, lower water level. Apply cleaning solution (or de-scaler) and allow sufficient contact time, about one minute.
- i. Use correct colour coded equipment.
- j. Work from clean to dirty.
- k. Using a cleaner disinfectant, wash, rinse, and wipe dry all sanitary appliances...
- l. Pay special attention to problem areas.
- m. Remove any marks from walls and wipe handles. Brush inside of toilets, including, under the rim, rinse brush and wipe holder.
- n. Turn on automatic flushing system and check final appearance and report any defects.
- o. Replace paper, etc., as necessary, clean and store all materials and equipment.
- p. Remove signs and remember to close the windows.

III. **FLOORS**

NOTE: if the flooring is special or safety flooring, the manufacturer's instructions must be followed at ALL TIMES.

There are a number of different options for cleaning floors, and we will explore some of the most popular methods.

A. **Single solution mopping unit (damp mopping)**

Equipment needed: -

- a. Cleaning agent
- b. Measure or dispenser
- c. Abrasive pad
- d. Personal Protective Equipment
- e. Mopping unit and wringer
- f. Warning signs
- g. Bucket cloth (if necessary)



How to damp mop

Equipment needed: -

- a. Assemble equipment.
- b. Put on P.P.E.
- c. Prepare cleaning solution, adding product to water, put correct quantity into bucket.
- d. Site warning signs and open windows, if they are closed.
- e. Position mopping unit and wringer behind line of work.
- f. "Cut in" parallel to skirting.
- g. Use figure of 8 strokes, with overlapping passes.
- h. Ensure that the mop is held correctly.
- i. Do a manageable area, do not overreach.
- j. Do not over wet the floor and ensure that you wring the mop out correctly.
- k. Stand in front of wringer (if applicable).
- l. Rinse mop frequently and change the cleaning solution as necessary.
- m. Use abrasive pad to remove stubborn marks.
- n. Wipe skirting after mopping.
- o. Check appearance of floor.
- p. Wash mop heads, leave buckets to drain.
- q. Clean & store all materials and equipment.
- r. Remove warning signs when floor is dry and remember to close windows.



Note: It may be necessary to keep the toilets ventilated throughout the working day. Follow the directives or instructions applicable to the site.

B. Machine scrubbing and drying

Equipment needed: -

- a. Rotary floor machine with tank and anti-splash skirt
- b. Scrubbing brush, or drive disc with scrubbing grade pad
- c. Wet vacuum machine – or combined scrubber dryer
- d. Abrasive pad (with holder)
- e. Cleaning agent
- f. Personal Protective Equipment
- g. Cloths and buckets
- h. Warning signs
- i. Circuit breaker
- j. Measure or dispenser
- k. Plastic protective square
- l. Cloths

How to “scrub and dry”

Equipment needed: -

- a. Assemble equipment.
- b. Prepare machines and carry out safety checks (float valve).
- c. Put on P.P.E.
- d. Test start wet vacuum.
- e. Prepare cleaning agent in tank, adding chemical to water, wipe up any spillages
- f. Site warning signs and open windows.
- g. Ensure hands are dry before handling plug.
- h. Start machine away from door and ensure cable is behind line of work.
- i. “Cut in” parallel to skirting and use edging tool as necessary.
- j. Maintain control of machine at all times.
- k. Avoid over application and splashing of skirting boards.
- l. Use overlapping passes and avoid standing on wet floor.
- m. Put handle in upright position, when not in use and check the condition of the pad frequently.
- n. Scrubbing machine: remove plug safely and place machine on a plastic square.
- o. Start machine drying before floor starts to dry on its own.
- p. Start wet vacuum on dry floor, work from dry to wet.
- q. Vacuum cleaner: remove plug safely and stand machine on the plastic square.
- r. Clean skirting boards and check appearance of floor.

- s. Complete the safety checks, recoil cables, and clean machines.
- t. It is important that all solution tanks are emptied, cleaned and rinsed after use or completion of tasks.
- u. Clean & store all materials and equipment.
- v. Remove warning signs and close windows.

NOTE: wherever possible, consider the use of battery-powered machines to reduce risks.

IV. REFUSE/ WASTE BINS

Equipment needed: -

- a. Personal protective equipment (P.P.E)
- b. Cleaning agent
- c. Cloths
- d. Refuse / black bag
- e. Replacement waste bags of appropriate colour

How to clean waste bins

- a. Remove lid and look inside for dangerous or harmful objects.
- b. Carefully remove old liner from inside the bin.
- c. Put the old liner into the black bag.
- d. Spray the inside of the bin with a cleaning fluid and wipe clean with a cloth.
- e. Place a new liner bag into the bin whilst making sure that the liner is pushed to the bottom of the bin and will not obstruct waste from falling to the bottom.
- f. Replace lid.
- g. Spray fluid all over the bin and inside the lid and wipe down.
- h. Remember to clean the bottom (underside) of the bin.
- i. Also, clean the floor area where the bin usually stands.



V. FEMININE HYGIENE BINS

Equipment needed: -

- a. Personal protective equipment (P.P.E)
- b. Cleaning agent
- c. Red cloths

How to clean feminine hygiene bins

- a. Units should only be emptied by a registered company.
- b. If it is part of your duties to clean the outside of the units, then you should:
 - Spray fluid all over the bin and wipe down.
 - Remember to clean the bottom (underside) of the bin.
 - Also, clean the floor area where the bin usually stands.
- c. Only red cloths are to be used on the bins.



VI. SHARPS UNITS

Equipment needed: -

- a. Personal protective equipment (P.P.E)

Do not clean sharps units

- a. Units should only be emptied or disposed of by a registered company.
- b. Most sharps units are disposable in nature and should not normally require any cleaning.



Only suitably qualified or trained staff should deal with any sharps that may be found in washrooms, using the prescribed sharps disposal kit, pictured above.

VII. WALLS, CEILINGS, WINDOWS, MIRRORS

Equipment needed

- a. Platform steps, or other suitable access equipment
- b. Warning signs
- c. Personal Protective Equipment
- d. Dust covers
- e. Cloths
- f. Cleaning agent
- g. Measure or dispenser
- h. Masking taps
- i. Abrasive pad
- j. Plastic sheet, if applicable
- k. Buckets and cloths, OR wall washing machine, OR spray bottle

How to clean Walls, ceilings, windows, mirrors etc.

- a. Assemble equipment
- b. Prepare wall washing machine, if applicable. Carry out the required safety checks.
- c. Put on P.P.E. Eyes, scalp and exposed skin must be protected if strong alkali chemical is to be used
- d. Prepare cleaning solution, adding chemical to water. Wipe up any spillages
- e. Site warning signs and open windows.
- f. Use dust covers, if applicable and mask electrical points etc.

- g. Erect access equipment correctly and ensure you use it safely.
- h. Clean from bottom to top.
- i. Remove drips and runs as they happen.
- j. Rinse from top to bottom.
- k. Leave surface as dry as possible.
- l. Remove plugs safely.
- m. Check final appearance.
- n. Safety checks, recoil cable, clean machine, if applicable.
- o. Clean and store all materials and equipment.
- p. Remove masking tape.
- q. Remove warning signs and close the windows.