Health and Safety Inspections Guidebook

Maintenance and Cleaning Office
Residential Life Office
WARTBURG COLLEGE | 100 WARTBURG BLVD, WAVERLY, IOWA 50677

Contents

Quality Standard of Cleanliness Checklist
This is the checklist that will be used by the inspectors conducting the cleaning inspections each month. Please use this as a guide to assist you in understanding the Quality Standard of Cleanliness the Health and Safety Inspectors are seeking.

Area	Standard	Grade	Comments
	•		
Items/ Chemicals	All Items/ Chemicals within Room		
Dust Area	Items Below are Cleaned: • Top of Mirrors • Air Vents • Bathroom/Closet Rods • Cabinets • Counters/Desks • Chairs and Couch • Window Sills		
Shower	• Soap scum and water residue is not visible on inspector's rag • No visible water markings on faucet or shower head		
Toilet	• Clean toilet bowl • Toilet surface clean • Area around the toilet clean		
Mirror	Mirror clear of water marks, oil/grease, finger prints, smudges and soils with no streaking		
Bathroom Sink & Counter	• Clear of Dust • No stains, scum, spills, trash, or other non-sanitary items		
Bathroom Floor & Walls	• Clear of Dust • No stains, scum, spills, trash, or other non-sanitary items		
Bathroom Ceiling	Wiped clean of dirt		
Community Floor & Walls	• Clear of Dust • No stains, scum, spills, trash, or other non-sanitary items		

* Failure to meet all Quality Standard of Cleanliness in an area will result in a fail grade for that area
** One fail grade in an area will result in an overall fail grade for the Health and Safety Inspections

List of Chemicals and Items for Room/Suite

Of major concern when cleaning restrooms is the threat of cross-contamination. Preventing the cross-contamination of surfaces and areas should be as important to you as cleaning the restrooms well. To prevent cross-contamination do not use cleaning cloths that were used to clean the toilets to also clean the sink or another room.

Chemicals within Room/Suite:

If you are out of or missing any of the items or chemicals below, please submit a work order to maintenance to have them stocked in your room.

- **Chemicals (Each Item Listed is One per Bathroom)**
  - Scrubbing Bubbles
  - #2 Window Clean
  - #6 Vindicator
  - #16 ReJuvnal
  - #38 Suprox
  - #112 Mild Bowl and Porcelain Cleaner

Community Items Located within Hall/Floor Cleaning Closet:

If you are missing any of the items below, please submit a work order to maintenance have them placed in your area.

- **Floor= For Manors these items are located in Laundry Room**
  - Mop Bucket
  - Mop
  - Broom
  - Dust Pan
  - Trash Bag

Cleaning Procedure

To best clean your area, please follow the steps below in order and clean the area top to bottom. This will ensure that all the areas become clean, and remain clean as you clean your area. Monthly inspections will occur to ensure that you are maintaining a clean surface area. Quality Standard of Cleanliness Checklist used during the monthly checks is located below.

Steps	Area to Clean	Item/Chemicals to Use	How to Clean
1) Dust Area	• Top of Mirrors • Air Vents (Bathrooms and Community Area) • Bathroom/Closet Rods • Cabinets • Counters/Desks • Chairs and Couch • Window Stills • **Any Additional Items**	• Dry and or Wet Towel	Using a dry or wet cloth, wipe the vents removing dust or particles away from the area. **Always work from the top of the room downward to prevent re-soiling of previously cleaned surfaces.**
2) Clean Shower	• Shower Fixture • Shower Walls/Floors	• Scrubbing Bubbles • Bathtub Scrubber	Spray Scrubbing Bubbles on area so the entire area is covered. Allow to sit **3 minutes** to achieve maximum kill on rated organisms. Scrub using the bathtub scrubber until clean. Rinse area thoroughly.
3) Clean Toilet Bowl	• Toilet Bowl	• Mild Bowl and Porcelain Cleaner - #112 (aka Toilet Bowl Cleaner) • Toilet Scrub Brush	Spread the toilet bowl cleaner around the bowl. Inside the toilet bowl, and under the inner brow of the bowl. Use the toilet scrub brush and brush around the inside of the toilet bowl. Flush the toilet.
4) Clean Mirror	• Mirror • Windows	• Window Clean - #2	Spray window cleaner on the area. Wipe the area with a paper towel until clean, dry and streak free. **Window cleaner can be used on glass objects to remove oil, grease, fingerprints, smudges, and soils, quickly.**
5) Clean Area	• Toilet Seat, Flush Handle, and Exterior • Walls/Ceiling • Tile • Counters/Desks • Sink Valves and Handles • Sink Bowls	• Suprox - #38	Spray cleaner on areas to clean. Wipe the area until clean and dry with clean cloth.

6) Apply Disinfectant	• Toilet Seat, Flush Handle, and Exterior • Walls • Counters/Desks • Sink Valves and Handles • Sink Bowls • Door Handles • Light Switches • Beds	• ReJuvnal - #16 or Vindicator - #6 (aka Disinfectant)	Spray disinfectant on areas to clean. If you are spot disinfecting (e.g. wall, doorknob, etc.), hold the cleaning cloth against the surface beneath the area you're spraying to prevent the cleaner from running. Allow cleaner to sit **10 minutes** to achieve maximum kill on rated organisms. Wipe the area with cleaning cloth until clean, dry and streak free.
7) Clean Floor	• Bathroom Floor • Individual Floor • Community Floor	• Suprox - #38 • Broom • Dust Pan • Mop • Mop Bucket	Begin sweeping the bathroom floor using the broom at the corner farthest from the door and sweep along the walls first and work your way inwards.
8) Empty Trash Container	• Trash Container	• Trash Bag • ReJuvnal - #16 or Vindicator - #6 (aka Disinfectant)	If there is only paper in the trash can it may be emptied. If there are liquids, food or other items that have soiled the trash bag, change the trash bag. If the trash bag leaked, rinse the inside of the trash can and allow it to air-dry before relining. Wipe down the exterior of the trash can with disinfectant cleaner to remove spots and stain marks.

Items/ Chemicals	All Items/ Chemicals within Room/Suite are present and not damaged		
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If you receive a Fail, you will get pictures and the reason why the fail.