



Restroom Cleaning Policy

Why is this important? An establishment should have a working and clean restroom available for employees and its patrons.

Who does this apply to	All employees are responsible for ensuring the restroom is clean and functions. Trash will be emptied and sinks, toilet and floors will be cleaned once daily or as needed.
When will this be performed	All employees are responsible for checking the restroom every 60 minutes.
Where does this take place	The restroom is located near the customer lobby.
How is this completed	Designated employee will check the restroom and will stock hand soap, toilet paper and paper towels. Using the designated cleaning supplies, the toilet bowl will be cleaned and wiped down, the sink will be cleaned off and the mirror will be wiped clean. The floor will be swept and mopped.
Corrective Action	The manager is responsible for ensuring employees are following the restroom cleaning policy. Failures to comply will result in employee cleaning the restroom. Continued disregard with policy may result in disciplinary actions, up to and including termination.
Monitoring Steps	All restroom cleaning times are logged. Manager is responsible for reviewing logs to ensure policy is being implemented.
Training of Staff	Food employees are required to read the restroom cleaning policy when they are hired. The manager then demonstrates the procedures for all employees. Refresher training is provided through daily/weekly staff meetings.
Verification Policy	Managers will review log sheets daily to monitor all cleaning activities. The manager shall review the policy with employees as needed. If infractions of this RCP are repeated, modifications to the training protocol or monitoring steps will be made based on observations and this RCP will be updated accordingly.

I agree to follow the regulations in the Restroom Cleaning Policy as outlined above and according to the Maricopa County Health department.

Employee Name

Date

Employee Signature