

CLEANING GUIDE

bathroom maintenance



Colophon

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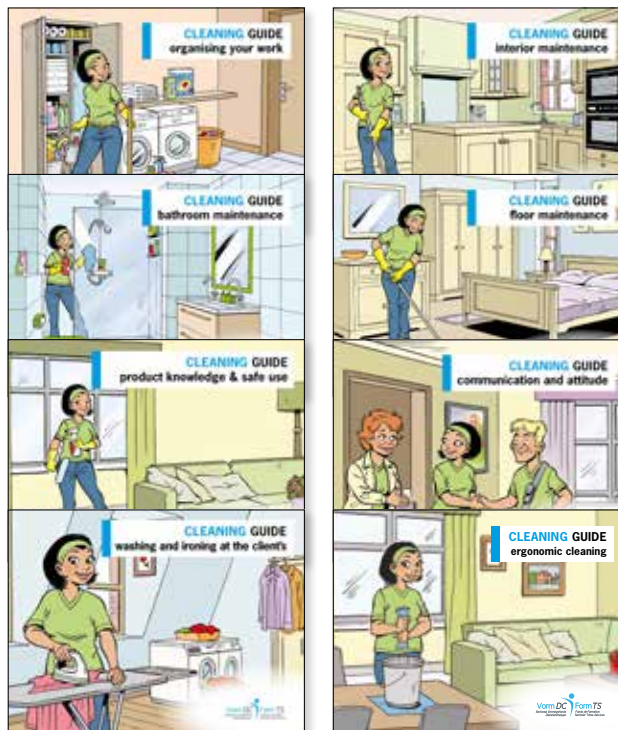
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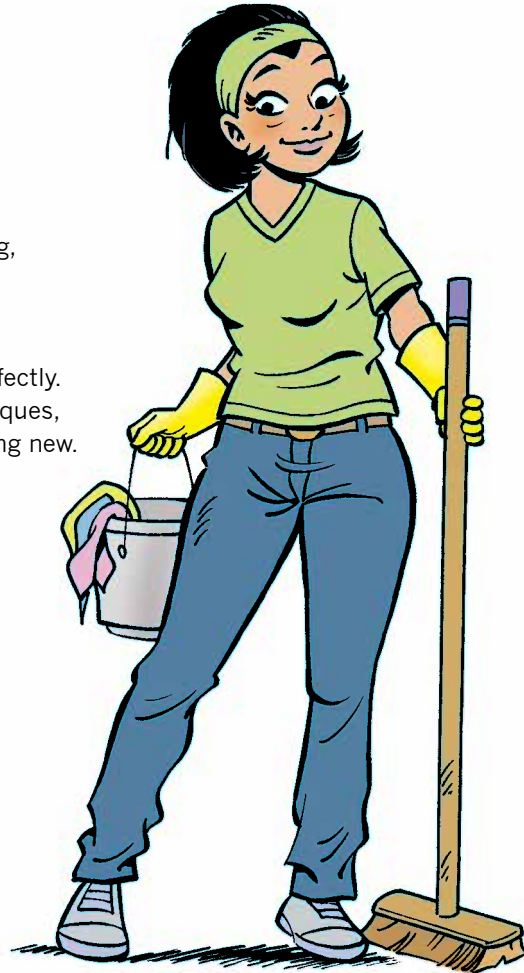


Hello,

I'm Sarah, your cleaning coach.
I have many years' experience as a home help
and consider myself an expert at brushing, polishing,
scouring and scrubbing.

Cleaning is my passion and my profession!
I enjoy teaching people how to brush and polish perfectly.
Even if you already know a lot about cleaning techniques,
read this brochure and you're sure to learn something new.

Cleaning the bathrooms and toilets properly is a
complicated job. Follow the  **directions** and
tips in this brochure and cleaning will become a
whole lot easier.



**Good luck,
Sarah**

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Cleaning bathrooms and toilets

Before you clean the bathroom and toilet for the first time, ask the client for advice. He/she will know what products should best be used to clean the various parts of the bathroom and toilet and the delicate surfaces. If this is not the case, or if you are in doubt about a particular product or working method, then ask the company where you work for advice. They are sure to have an expert in house who can help you with the right information.

Make clear arrangements with the client about the tasks you are expected to do. Draw up a work plan with the client for the weekly cleaning and the periodic tasks, such as descaling taps, cleaning dirty joints or scrubbing the entire tiled wall.

Check that the appropriate equipment and products are available at the client's so that you can do your job well. Ask for safe, environmentally friendly and ergonomic equipment.

- ✓ *Always read the instructions for use of the products and leave products to act for the specified contact time.*
- ✓ *Bathrooms and toilets are sometimes badly soiled. Always wear gloves.*

Sarah



What is bathroom maintenance?

Bathroom maintenance means all parts of the bathroom and toilet that we clean.

- **What can we clean in the bathroom and toilet, for example:**

bath

shower

washbasin

towel cupboard

taps and shower head

mirror

toilet

tiles

light switches

light fitting

etc.

I.e. everything in the bathroom and toilet that can get dirty.



Why clean bathrooms and toilets?

The bathroom and toilet are used intensively and can get very dirty in a week. So thorough cleaning is very important for hygiene. Hygienic surroundings not only look nice. They also prevent diseases and infections.

- **When you clean, you:**

- remove dirt and dust
- destroy bacteria, mites and mould.

A well cleaned home is also a healthy environment to live in. Properly maintained taps, shower heads, bathtubs, etc. last longer, too!

- **Types of dirt**

- Organic dirt: dead skin, soap residue, hairs, toothpaste, make-up, stools, urine, dust, mould, etc.
- Inorganic dirt: limescale, rust, blue-green stains (copper), etc.

Organising your work

The brochure **Cleaning guide - Organising your work** gives you lots of information about how to tackle cleaning properly.

- **However, we would like to briefly recall the most important rules here:**

- Work from top to bottom.
- Work from less dirty to dirty.
- Work from the outside in.
- Work from dry to wet.



- ✓ *Follow a route: begin at the door and work along the walls until you come back to the door.*
- ✓ *Use different microfibre cloths in different colours.*
- ✓ *Use the correct amount of a product.*
- ✓ *Use a spray.*
- ✓ *Take enough water and change it regularly.*
- ✓ *Wear suitable and comfortable work clothes.*

Sarah

- **Working safely**

- Bear in mind the occupants who are at home and protect your workplace. This avoids accidents with ladders, buckets, wet floors, etc.
- Is everything in the room easy to reach, so that you don't have to perform any crazy feats to clean?





The bathroom weekly

1. Air: open the window or door.
2. Tidy up: dirty laundry in the laundry basket, remove bathmats, empty litter bin and replace plastic bag.
3. Soft brush: use a cobweb brush to remove cobwebs.
Don't forget the light fittings and ventilation grids.
4. Vacuum the floor and bathmats.
5. Clean windows and mirrors.
6. Wet and damp clean:
 - Shower, bath and washbasins: leave cleaning products to act.
 - Clean the soap dishes and make sure the drain is clear and clean.
 - Rub thoroughly with sponge or microfibre cloth.
 - Rinse with warm water to remove cleaning product and dirt.
 - Then rinse with cold water.
 - Mirrors and toilet cupboards.
 - Dry everything properly.
7. Mop (see Cleaning guide - Floor maintenance).
8. Put everything back in the right place.
9. Check your work.

- ✓ With wet cleaning, start with the bath and the shower. You will need to leave the cleaning product to act here.
- ✓ Ask the client whether you should change the towels.

Sarah





The toilet weekly

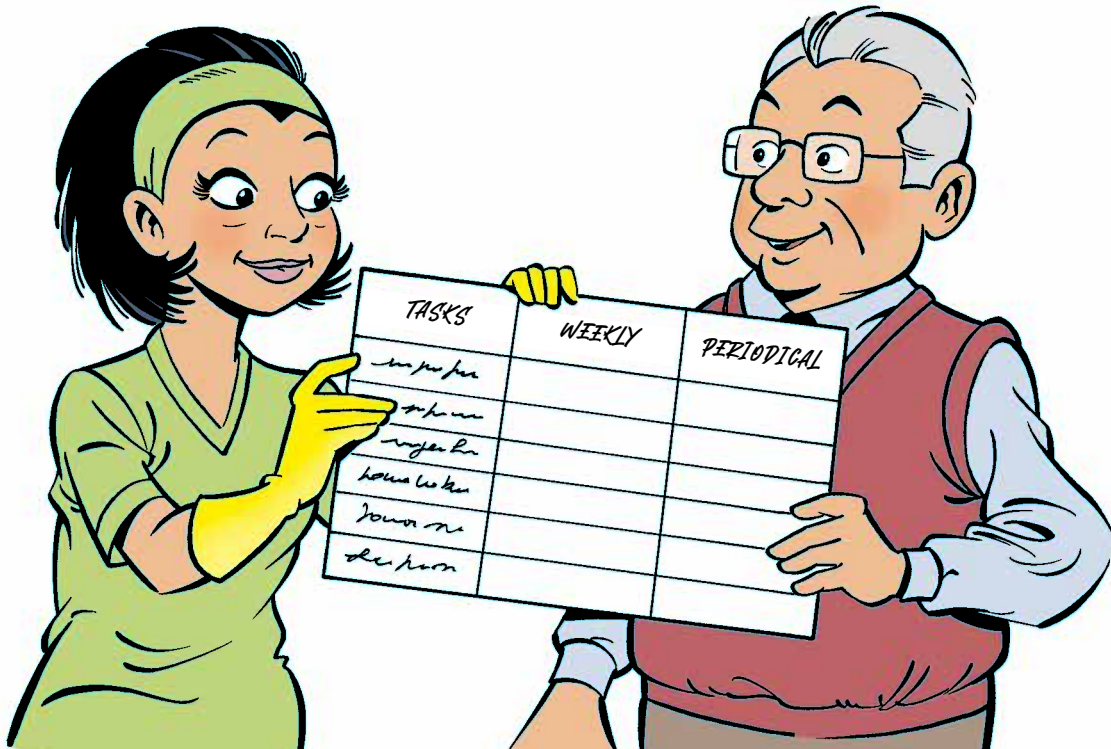
1. Air.
2. Soft brush. Be sure to remember the ventilation grid.
3. Flush the toilet and put cleaning product in the toilet bowl. Scrub thoroughly with the toilet brush and leave to act with the brush in the bowl.
4. Wet or damp clean the mirror, washbasin and tap.
5. Clean accessories: toilet roll holder and brush holder, etc. and the outside of the toilet bowl.
6. Clean the cistern, the tiles behind the toilet, etc.
7. Flush the toilet again with the brush in the bowl. Let the brush drip and then place in the holder.
8. Empty the litter bin and replace the plastic bag if necessary.
9. Mop (see Cleaning guide - Floor maintenance).
10. Put brush holder back in the right place.
11. Check your work.

- ✓ ALWAYS wear gloves here.
- ✓ Replenish the toilet paper.
- ✓ Don't forget to clean round the door handles and the handles themselves.









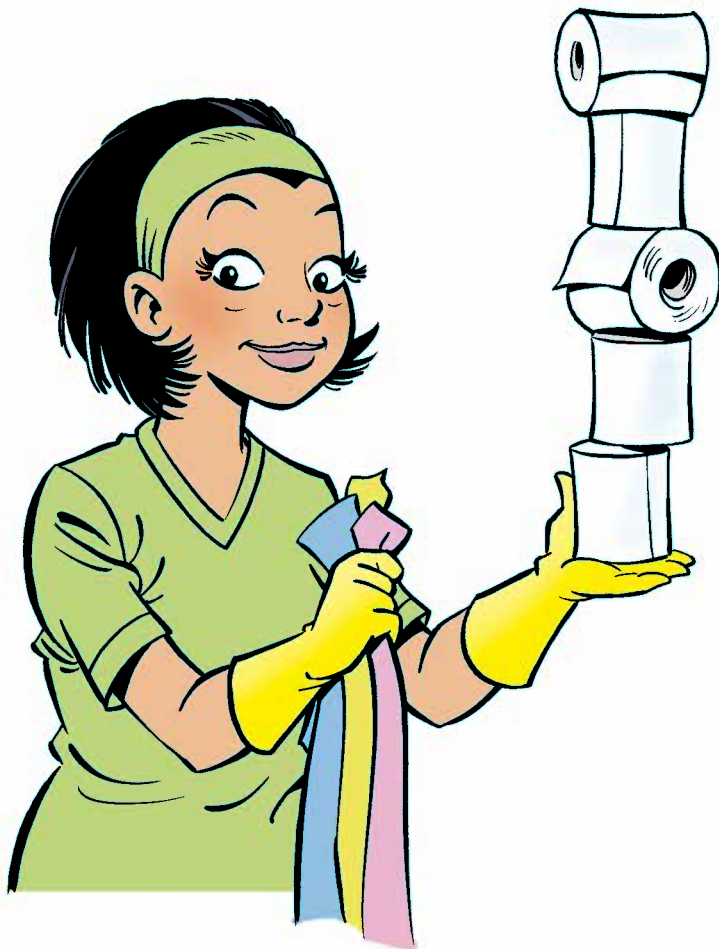
The bathroom periodically

1. Soft brush: remove cobwebs from the entire ceiling.
2. Descale taps and shower head: apply product and leave to act.
3. Radiators: brush behind and wash.
4. Ventilation grids: dust and damp clean.
5. Tiled walls and door: clean thoroughly.
6. Light fittings: damp clean.
7. Dirty joints (mould): wet joints and scour with joint cleaner.
8. Shower curtain: replace or wash.

- ✓ *A wiper with a telescopic handle is handy for cleaning big, tiled walls.*
- ✓ *Be very careful of the light fittings when damp and wet cleaning. Is all the dust dry? Then use a duster. (see p. 22)*
- ✓ *Clean the ventilation grids using a small brush with stiff bristles.*

Sarah





The toilet periodically

1. Soft brush: remove cobwebs from the entire ceiling.
2. Descale the tap and toilet: apply product and leave to act.
3. Radiators: brush behind and wash.
4. Ventilation grids: dust and damp clean.
5. Tiled walls and door: clean thoroughly.
6. Light fittings: damp clean.
7. Dirty joints (mould): wet joints and scour with joint cleaner.

✓ *In this small room, use a wiper with a telescopic handle to clean tiled walls.*

✓ *Be very careful of the light fittings when damp and wet cleaning. Is all the dust dry? Then use a duster.*

Sarah



Equipment weekly: microfibre cloths

Microfibre cloths have become hugely important for cleaning. Some cleaning companies only use microfibre cloths and no longer use products or other cloths.

Advantages of microfibre cloths

- These cloths pick up the dirt far more quickly than other cloths made of cotton or another textile.
- Oil and grease becomes attached directly to the fibres.
- Cleaning is easier. You have to exert less pressure to pick up the dirt or work it loose.
- Microfibres leave fewer streaks.
- You don't need to use any detergents or cleaning products, or you can use smaller quantities.
- Microfibre cloths are easy to look after. You can wash them in the washing machine.



How do you use them?

You can use the cloths **dry** or **wet** (damp). It all depends on the surface to be cleaned and how dirty it is.

Dry you can use them as dusters. They pick up the dust better than other cloths. The dust doesn't fly upwards, so you clean well and it is healthier for the home help. You don't need to use much water with microfibre cloths. You clean best with damp cloths.

In most cases, you don't need any cleaning products or detergent to remove dust and dirt: good for the environment and for the client's wallet.

Uses

As well as the familiar cloths, microfibres are used in many other products. Squeegees, swiffers, floorcloths and more.

Colour code

Microfibre cloths can be used in every room in the home.

Use a colour code so that you are always hygienic.

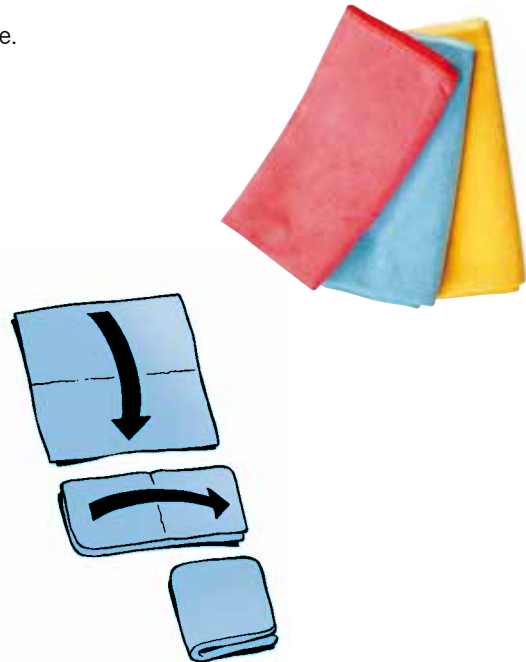
- Red cloths for bathroom and toilet.
- Blue cloths for the interior.
- Yellow cloths for the kitchen.

Folding microfibre cloths

You can see here how you can fold a cloth (into 4 or 6, depending how big the cloth is) in order to clean, so that you can use as much of the cloth's surface as possible.

- ✓ *If the client doesn't have cloths in different colours, you can differentiate between them yourself by applying a code with a marker pen. Or snipping off the corners.*
- ✓ *Microfibre cloths can easily be washed in the washing machine at 60°C. But do not use fabric softener or bleach and do not put them in the tumble dryer.*

Sarah



Equipment:

- Storage basket or container to gather together cleaning materials
- Cobweb brush (photo 1.)
- Vacuum cleaner
- Swiffer and duster
- Sweeper
- Dustpan and brush
- Soft dust brush (duster photo 2.) or feather duster
- Spray
- Scratch-free sponge
- Microfibre floorcloth
- Radiator brush (photo 3.)
- Floor squeegee
- Window wiper
- Small ladder



1.



2.

Products:

- Bathroom cleaner
- Descaler
- Joint cleaner



3.

After cleaning

- **Check your work**
 - Has everything been cleaned as arranged?
 - Is everything back in its original place?
 - Are the windows closed and the lights off?
- **Put away products and equipment**
 - Microfibre cloths in the washing machine or leave them to dry if the client washes them him-/herself.
 - Rinse and dry buckets (inside and out).
 - Rinse sponges well, squeeze (do not wring) and leave to dry.
 - Vacuum cobweb brush.
- **Points to note**
 - Report problems in the home: dripping tap, loose tile, broken bulb, etc.
 - Lock up the home carefully when you leave.





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