

Buckmore Park Scout Campsite – Toilet/Shower Cleaning

The below guidance is for Members of Buckmore Park CIO on the proper cleaning of the toilets and showers on site. Site users responsibilities on cleaning during and after use are available via the website.

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

Cleaning

- Toilets and Showers should be cleaned prior to bookings arrival,
- Ensure provision for extra spot cleaning as needed,
- Be deep cleaned by a CIO member every 6 weeks.

Cleaning Schedule below.

Maintenance

- Toilets and showers should be maintained in good repair.
- Ensure supplies of toilet paper, soap, paper towels are stocked throughout the day where possible.
- Reporting of damage or breakages need to be reported to a member of the Ops team as soon as possible.
- Ensure emergency repairs of toilets and showers are done promptly to minimise disruption to the service.
- Ensure planned maintenance takes place outside of normal toilet and shower opening hours whenever possible.

Ventilation

Windows and doors should be opened during cleaning work

Monitoring

- Toilets and showers should be monitored regularly.
- A cleaning audit checklist should be located in the toilets, dated and signed at regular intervals throughout the period.
- A faults and repair audit checklist should be maintained.

Safety

- Always start from the least dirty then move on to most dirty...leaving the cleaning and mopping of the " traffic" areas" till last.
- Cleaners should follow all COSHH Regulations and ensure the correct use and storage of detergents and chemicals.
- All cleaning materials should be out of reach and stored locked away from contact with unauthorised toilet users.
- Please only use equipment and chemicals supplied by Buckmore Park Scout Campsite CIO

Cleaning Schedule

Normal Clean

- Empty, clean, sanitise and replace as necessary sanitary, nappy and litter containers and hygienically dispose of contents. Provide and replace plastic liners as required. It is recommended that a sanitary disposal unit is provided in each female designated cubicle to provide privacy and protect the modesty of users. Ordinary bins are not sufficient. Sanitary disposal units should be emptied and cleaned sufficiently to stop them becoming over-full or odorous
- Wash with clean, hot water containing cleansing agent or appropriate spray cleaner, all hand basins, taps, mirrors, sanitary fittings, shower trays, cubicles and tiles, leaving surfaces dry and smear free.
- Clean and sanitise all urinals, toilet bowls, toilet seats, leaving the latter dry.
- Showers to be run for xxxx minutes every week to ensure safe clean water is being used at all times.
- Clean and sanitise as necessary all soiled areas of walls, doors or other finishes and remove superficial graffiti.
- Thoroughly sweep all floors. Wash with clean, hot water containing cleansing agent, being careful not to over saturate the area making it a slip hazard and causing it to take longer to dry before use.
- Replenish toilet paper, disposal bags, soaps, towels and other materials as necessary.
- Check and if necessary, replace light bulbs (internal and external) with bulbs to correct specification. If this is not possible please notify a member of the Ops team to arrange.
- Clear accumulated rubbish from external paths and areas immediately adjoining the toilet and shower block, and dispose ensuring the area is left in a tidy condition.
- Check building for damage or structural defects, including water services to prevent wastage. Report any damage to a member of the Ops team as soon as practicable.

Periodic cleansing and maintenance

In addition to the normal cleaning process, the following works to be carried out to each Toilet and shower as required.

- Wash with clean, hot water containing cleansing agent, all ledges, sills, doors & frames at whatever level, also all walls and other surfaces up to a height of 2 metres.
- Remove cobwebs at all levels. Dust around light fittings, windows and ceiling corners and remove any deposits from ceilings and walls at whatever level.
- If any graffiti or offensive markings, not capable of removal by normal cleaning is found, please notify a member of the Ops team so that it can be put back to its original state.

Deep Cleans

The following works, in the nature of a “deep clean”, are to be completed every six weeks

- Toilet bowls & fittings - descale, clean and remove all deposits from internal and external parts of the fitment to include flushing rim, seat, seat covers, hinges, all traps and cleansing of exterior of cistern.
- Urinals - descale, clean and remove all deposits from the whole of the face, to include outlet trap, immediate pipework, domed grating trap cover and exterior of cistern.
- Shower heads – descale, clean and remove deposits from the head.
- Wash basins, sinks, taps and miscellaneous units including gullies, open channels, soap dispensers, troughs etc. - descale, clean and remove all deposits from the entire area including splash backs and underneath sinks and around the outside of the toilet bowls
- Wash with clean, hot water containing cleansing agent all surfaces above 2 metres in height and leave dry and smear free on completion. Dust ceilings all over.
- Completely clean all windows cills and surrounds internally and externally. Leave dry and smear free on completion.

Buckmore Park Scout Campsite Operations Committee

1st July 2020