TOWER HAMLETS

Community Toilet Scheme

Thank you for signing up to the Tower Hamlets Community Toilet Scheme.

Amazing venues, such as yours, are going to make an incredible difference by helping us **increase toilet capacity** across the borough.

Become a local hero to a huge range of people by **allowing them free access to the toilet** on your premises.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. In vitae suscipit ex. Praesent vitae arcu pulvinar, efficitur."
- Lutfur Rahman, Mayor of Tower Hamlets

This **Welcome Pack** includes information on cleaning guidelines and a cleaning rota for you to use.

Cleaning Guidance

All toilets need to be cleaned, maintained, and monitored to avoid any harm to their users.

Viruses and bacteria in bodily functions can be harmful to health and can survive and spread on surfaces that are not cleaned properly.

- **Clean toilets daily – twice if in high demand.**
- **Use a cleaning rota and checklist to keep a note of what tasks have been completed.**
- **If you have more than one toilet, always keep one available for use.**
- **Refill supplies of toilet paper, hand soap, and hand towels regularly.**
- **Keep toilet maintenance outside of regular opening hours where possible.**
- **Start your cleaning from the cleanest area, working your way to the dirtiest.**
- **Use a separate cloth for each area of the bathroom to avoid cross-contamination.**
- **Use and store all chemicals and cleaning agents in accordance with the COSSH regulations. Keep out of reach of the toilet users.**

We have provided an example cleaning rota in this pack.

Cleaning Rota

Please copy this rota for regular future use.

Daily Tasks:	Mon	Tues	Wed	Thu	Fri	Sat	Sun
Check stock and replace toilet rolls, hand soap and hand towels as required.	○	○	○	○	○	○	○
Empty all bins and replace bin bags.	○	○	○	○	○	○	○
Wash and dry sinks, taps, sides, mirrors and hand dryers with disinfectant.	○	○	○	○	○	○	○
Clean all toilet seats, bowls, urinals and flush handles.	○	○	○	○	○	○	○
Sweep and mop floor.	○	○	○	○	○	○	○

Weekly Tasks:	
Dust window ledges, vents and light fittings.	○
Clean anything not included in the daily tasks.	○

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