

Ueno Park Toilet Cleaning Procedure

1 Daily cleaning Thirteen toilets are cleaned once a day	2 Special cleaning Carried out depending on the situation (for seven toilets in FY2013)
<p>① Remove dirt on urinals and toilet bowls using scrubbing brushes and toilet cleanser, then wash them with water and remove moisture well. Make best efforts to remove malodor and prevent generation of insect pests.</p> <p>② Remove urinal calculus from the drainage lids of urinals using a brush at least once a week.</p> <p>③ Remove water stains and dirt on wash basins thoroughly using sponge and detergent.</p> <p>④ Polish mirrors to make them clear and make sure to remove all stains on shelves.</p> <p>⑤ Sweep floors to remove dirt, mud, etc., then wash the floor using detergent, wash with water using a deck brush and finally completely remove moisture using a mop.</p> <p>⑥ Dust the ceilings to remove spider webs, etc. Remove stains on waterproof inside walls and doors using detergent and then wash well with water. Inside walls and doors that are not waterproof are to be cleaned using a well-wrung cloth.</p> <p>⑦ Remove stains on windows using detergent. Dismount and clean lighting fixtures once a month using detergent to maintain the toilets in a bright and clean condition.</p> <p>⑧ Clean the outside walls of the buildings as needed and at least once a month to keep the buildings clean.</p> <p>⑨ Shine faucets, hardware, etc. using detergent and remove moisture well. Check also whether they are functioning.</p> <p>⑩ Unclog drains using chemical agents or tools.</p> <p>⑪ Before finishing cleaning, remove moisture as much as possible. Thoroughly wipe off moisture on the parts directly contacting users' bodies.</p> <p>⑫ After finishing toilets cleaning, replenish paper in the holders and make sure to lock the holders. When replenishing paper, be careful about the takeout direction of the paper.</p> <p>⑬ Make sure to display a "Cleaning in progress" sign during cleaning. Considering possible urgent need to use a toilet, don't clean toilets for male, female and persons with disabilities simultaneously but one at a time.</p> <p>⑭ When a breakage is found in or around a toilet, promptly report to supervisor staff accordingly. For a simple breakage or graffiti, take stopgap measures following instruction from the staff.</p> <p>⑮ Maintain broom closets and warehouses always well organized.</p>	<p>① Remove and prevent malodor of toilets with high-pressure washers, PolyWasher, brushes, etc. and using neutral detergent.</p> <p>② Special cleaning is contracted out designating the toilets with significant malodor. Use tools/detergent that are effective for malodor prevention (7 toilets in FY2013)</p> <p>③ Use environment-friendly agents that do not affect the facilities or users. Obtain prior consent from supervisor staff.</p> <p>④ Remove urinal calculus, stains, dirt, etc. in toilet bowls and outlets (including traps).</p> <p>⑤ Clean drainpipes from the toilet building to the exterior house inlet using a high-pressure washer to remove malodor.</p> <p>⑥ Thoroughly clean other sources of malodor and place deodorizers, etc. to control malodor.</p>

Work procedure