Washroom Cleaning and Entry

Administrative Procedure 6.065

Board Governance Policy Cross Reference: 1, 2, 3, 4, 12, 13
Legal Reference: Workplace Safety and Health (Manitoba), Freedom from Workplace Violence 8.10, Harassment Prevention 8.160, Code of Conduct 1a.030

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Date Reviewed: November, 2021; September, 2025

Washroom/Change room Cleaning and Entry

Occupied washrooms are not be entered. Remember to be courteous and always use good judgement.

Procedure for entry into student washrooms/change rooms

1. Before entering any washroom stop at the door (knock if possible) and announce yourself three times “Custodial Service”, is anyone in this washroom/change room”.

2. If anyone is in the washroom/change room do not enter. Wait for them to leave before entering the area.

3. If washroom/change room is vacant place the portable, expandable gate across the door way and (if possible) place custodial cart in a fashion which deters entry. Proceed to clean washroom.

4. If anyone enters while you are cleaning the washroom/change room you must leave the area immediately and wait for them to leave before continuing.

5. If a student becomes insubordinate and rude, do not engage with them. Leave the area immediately and report the incident to School Administration.