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## Manual for Cleaning Toilets with Spray Seats

A: Public Daily Cleaning  
(Cleaning every day)

B: Public Periodic Cleaning  
(Cleaning once a week)

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Produced by : Japan Building Maintenance Association  
Japan Sanitary Equipment Industry Association



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## 1 Introduction

This manual is an English translation of a manual produced by the Japan Building Maintenance Association and the Japan Sanitary Equipment Industry Association, revised and published in April 2017, to inform building maintenance workers in Japan, where toilets in public buildings are increasingly equipped with spray seats. Nowadays, spray seats are becoming increasingly common not only in houses but also in hotels, airport facilities and other places around the world. This manual will help you with your daily cleaning work.

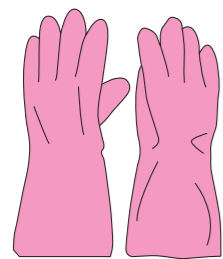
## 2 Cleaning Policy

This manual describes cleaning procedures (excluding disinfection) that will not adversely affect the spray seat. "Daily cleaning" must be performed every day, and "periodic cleaning" must be performed once a week. Note that there are several spray seat manufacturers, and the procedures for extending/retracting the nozzle and removing/replacing the spray seat will differ depending on the model.

Be sure to read the instruction manual for the model before cleaning.

If the instruction manual is not available, contact the store where the product was purchased to obtain and read the manual.

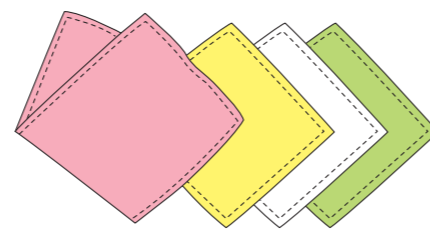
## 3 Cleaning Tools



Gloves



Long-handled sponge for cleaning toilet bowls



Microfiber cloth



Toilet bowl cleaner for cleaning toilet bowls



Neutral detergent for cleaning the spray seat and areas other than the toilet bowl

## 4 List of Cleaning Procedures

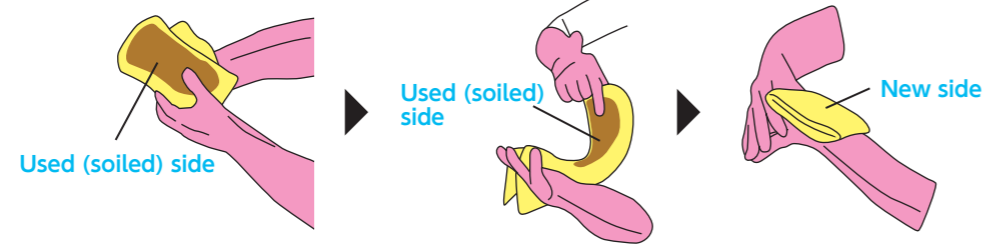
Procedure #	Cleaning Procedures	How to clean	Cleaning tool			Illustration number on page 3 to 6	
			Gloves	Wiping with detergent	Wiping with water	A. Daily cleaning	B. Periodic cleaning
1	Wear gloves.	Wear color-coded gloves. Elbow-length gloves are desirable.	Yes			2	2
2	Unplug the power cord from the outlet.	* If the gloves are wet, be sure to dry them beforehand. Confirm that the power light is on and unplug the power supply.	Yes			—	3
3	Remove the spray seat from the bowl unit.	Remove the spray seat from the bowl unit using the specified procedure.	Yes			—	4
4	Wipe the top of the bowl unit (connecting part) and the bottom of the seat body with detergent.	Apply neutral detergent diluted with water to an appropriate concentration to the "detergent wiping microfiber cloth (red)" and wring it out tightly, and wipe the connecting part of the bowl unit. Stand the spray seat upright and wipe the bottom of the seat body.	Yes	Detergent wiping Microfiber cloth		—	5
5	Perform final wiping with water in areas wiped with detergent.	Apply water to the "water wiping microfiber cloth (yellow) for after detergent wiping" and wring it out tightly. Perform final wiping of the areas that have been wiped with detergent in order to remove detergent residue.	Yes		Microfiber cloth for finish wiping with water after detergent wiping	—	6
6	Wipe the deodorizing filter with water.	Take out the deodorizing filter and wipe it with the "water wiping microfiber cloth (yellow) for after detergent wiping".	Yes		Microfiber cloth for finish wiping with water after detergent wiping	—	7
7	Replace the spray seat on the bowl unit.	* Be sure to install the spray seat properly. Otherwise it may cause the seat to break or accidentally fall off. Replace the spray seat to its original position using the specified procedure.	Yes			—	8
8	Plug the power cord into the outlet.	* If the gloves are wet, be sure to dry them beforehand. Plug in the power cord and confirm that the power light comes on.	Yes			—	9
9	Flush the toilet.	Open the toilet lid and seat and flush the toilet by touching the flush lever or button with the "water wiping microfiber cloth (white)". (1st time)	Yes with gloves or (change gloves) or without gloves (bare hands)			3	10
10	Wipe the nozzle.	* Use the "water wiping microfiber cloth (white)" when operating the remote control. After the nozzle is extended, support the nozzle with one hand and wipe the entire nozzle with the "nozzle water wiping microfiber cloth (green)". Retract the nozzle when done.	Yes		Nozzle water wiping microfiber cloth	4	11
11	Clean the toilet bowl.	Apply the toilet bowl cleaner to the long-handled sponge to saturate the entire sponge and evenly scrub the entire inside of the bowl. Handle with the "water wiping microfiber cloth (white)" to flush the toilet, and rinse off the dirt and cleaner with the sponge during flushing. (2nd time)	Yes	Long-handled sponge		5	12
12	Wipe the back of the toilet seat, the lower part of the seat body, and the rim and sides of the bowl unit with detergent.	Apply neutral detergent diluted with water to an appropriate concentration to the "detergent wiping microfiber cloth (red)" and wring it out tightly. Wipe the back of the raised toilet seat, the lower part of the seat body, and the rim and sides of the bowl unit.	Yes	Detergent wiping microfiber cloth		6	13
13	Perform final wiping with water in areas wiped with detergent.	Apply water to the "water wiping microfiber cloth (yellow) for after detergent wiping" and wring it out tightly. Perform final wiping of the areas that have been wiped with detergent in order to remove detergent residue.	Yes		Microfiber cloth for finish wiping with water after detergent wiping	7	14
14	Wipe the toilet seat surface, top and back of the lid, upper part of the seat body, control panel, and other parts with water.	Change or remove your gloves (bare hands), and wipe the parts with the "water wiping microfiber cloth (white)" that is wetted with water and wrung out tightly in the following order. 1. Surface of the toilet seat 2. Top and back of the toilet lid, upper part of the seat body 3. Control panel of the spray seat including the flush button and remote control. 4. For a tank-type toilet: Top, side, front of the tank, gap between the seat body and bowl unit.	Yes with gloves (change gloves) or without gloves (bare hands)		Water wiping microfiber cloth	8	15

# 5 Toilet and Spray Seat Daily Cleaning (A: Public Daily Cleaning)

## Cleaning every day

### Key points for cleaning

- Use the four color-coded microfiber cloths for different purposes: wiping with detergent, final wiping with water after wiping with detergent, wiping with water, and wiping the nozzle with water.
- As a rule, wipe the areas in order from a "clean area" to a "soiled area", in cleaning work such as wiping, with detergent, wiping with water, etc.
- Once the used side of the microfiber cloth becomes soiled, use the unused side when wiping a new area.



### Notes

- Each product has its own precautions for cleaning, so be sure to check the instruction manual of the product before cleaning. However, cleaning must be performed according to this manual. (If the instruction manual is not available, contact the store where the product was purchased to obtain the manuals and confirm the contents.)
- Be sure to wash your hands with soap and water before and after cleaning, and if you have come in contact with blood, etc.
- Unplug the power cord before cleaning if necessary according to the instruction manual of each product.

### Cleaning Procedures

**1**

○ Prepare four color-coded microfiber cloths.  
**Red:** Used for wiping with detergent  
**Yellow:** Used for final wiping with water after wiping with detergent  
**White:** Used for wiping with water  
**Green:** Used for wiping the nozzle with water

**2**

○ Wear color-coded gloves. Elbow-length gloves are desirable.

**3**

○ Open the toilet lid and seat and flush the toilet by touching the flush lever or button with the "water wiping microfiber cloth (white)". (1st time)

**4**

\* Use the "water wiping microfiber cloth (white)" when operating the remote control.  
 ○ After the nozzle is extended, support the nozzle with one hand and wipe the entire nozzle with the "nozzle water wiping microfiber cloth (green)". Retract the nozzle when done.  
 \* Check the instructions for each product on how to extend/retract the nozzle before cleaning the nozzle.

**5**

○ Apply the toilet bowl cleaner to the long-handled sponge to saturate the entire sponge and evenly scrub the entire inside of the bowl.  
 \* Push the sponge into the water-sealing area to clean it as well.  
 Handle with the "water wiping microfiber cloth (white)" to flush the toilet, and rinse off the dirt and cleaner with the sponge during flushing. (2nd time)

**6**

○ Apply neutral detergent diluted with water to an appropriate concentration to the "detergent wiping microfiber cloth (red)" and wring it out tightly. Wipe the back of the raised toilet seat, the lower part of the seat body, and the rim and sides of the bowl unit.

**7**

○ Apply water to the "water wiping microfiber cloth (yellow)" for after detergent wiping and wring it out tightly. Perform final wiping of the areas that have been wiped with detergent in order to remove detergent residue.

**8**

○ Change or remove your gloves (bare hands), and wipe the parts with the "water wiping microfiber cloth (white)" that is wetted with water and wrung out tightly in the following order.  
 1. Surface of the toilet seat  
 2. Top and back of the toilet lid, upper part of the seat body  
 3. Control panel of the spray seat including the flush button and remote control  
 4. For a tank-type toilet: Top, side, front of the tank, gap between the seat body and bowl unit  
 \* Confirm that the power light is on. Check for any other abnormalities.

### Additional remarks

- For safe use
    - If any problem occurs with the product, stop using it immediately and contact the manufacturer, installation service provider or other appropriate party.
    - Do not use acidic or alkaline detergents or abrasive cleaners that may damage the spray seat or toilet bowl.
    - If the spray seat requires specific cleaning procedures (including the inspection of items), follow the instruction manual of the respective product.
    - If the product has its own precautions for cleaning, follow the instruction manual of the respective product.
  - To extend the product life
    - Do not use metal brushes, abrasive nylon scrubbers or similar tools.
    - Do not use dry cloths, cloths or towels containing debris, or toilet paper, since the resin surface is easily scratched.
- \* Be sure to use the specified microfiber cloths.



# 6 Toilet and Spray Seat Periodic Cleaning (B: Public Periodic Cleaning)

**Cleaning once a week** <Sections that differ from "A: public daily cleaning" are marked in green.>

## Key points for cleaning

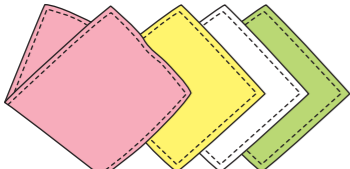
- Use the four color-coded microfiber cloths for different purposes: wiping with detergent, final wiping with water after wiping with detergent, wiping with water, and wiping the nozzle with water.
- As a rule, wipe the areas in order from a "clean area" to a "soiled area", in cleaning work such as wiping with detergent, wiping with water, etc.
- Once the used side of the microfiber cloth becomes soiled, use the unused side when wiping a new area.

## Notes

- Each product has its own precautions for cleaning, so be sure to check the instruction manual of the product before cleaning. However, cleaning must be performed according to this manual. (If the instruction manual is not available, contact the store where the product was purchased to obtain the manuals and confirm the contents.)
- Be sure to wash your hands with soap and water before and after cleaning and if you have come in contact with blood, etc.
- Unplug the power cord before cleaning if necessary, according to the instruction manual of each product.

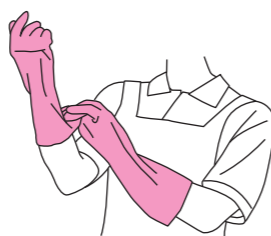
## Cleaning Procedures

**1**



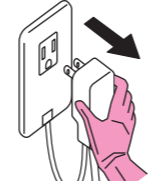
○ Prepare four color-coded microfiber cloths.  
Red: Used for wiping with detergent  
Yellow: Used for final wiping with water after wiping with detergent  
White: Used for wiping with water  
Green: Used for wiping the nozzle with water

**2**



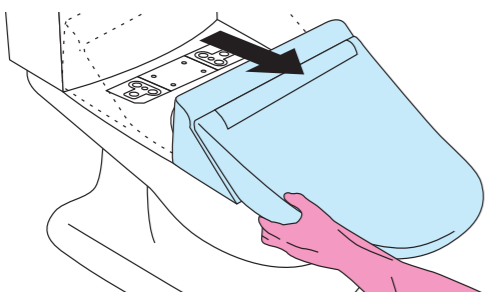
○ Wear color-coded gloves. Elbow-length gloves are desirable.

**3**



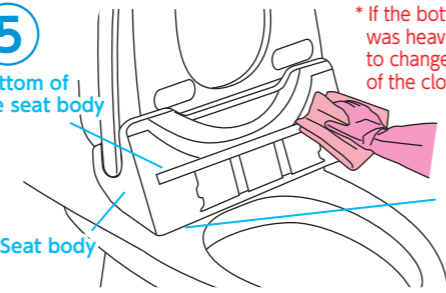
\* If the gloves are wet, be sure to dry them beforehand.  
○ Confirm that the power light is on and unplug the power supply.

**4**



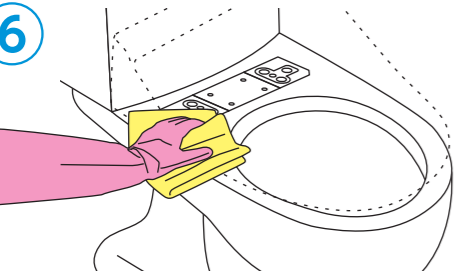
○ Remove the spray seat from the bowl unit using the specified procedure. (For models with a spray seat that cannot be removed from the bowl unit, items (4), (5), (6) and (8) are not required.)  
\* Check the instructions for each product on how to remove the spray seat before cleaning.

**5**



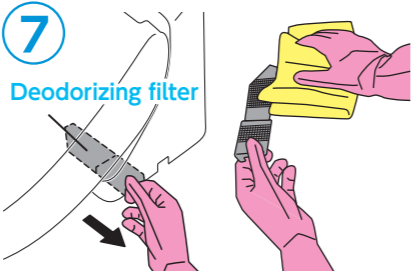
○ Apply neutral detergent diluted with water to an appropriate concentration to the "detergent wiping microfiber cloth (red)" wring it out tightly, and wipe the connecting part of the bowl unit. Stand the spray seat upright and wipe the bottom of the seat body.  
\* If the bottom of the seat body was heavily soiled, make sure to change to the unused side of the cloth after cleaning it.

**6**



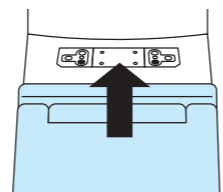
○ Apply water to the "water wiping microfiber cloth (yellow) for after detergent wiping" and wring it out tightly. Perform final wiping of the areas that have been wiped with detergent in order to remove detergent residue.

**7**




○ Take out the deodorizing filter and wipe it with the "water wiping microfiber cloth (yellow) for after detergent wiping".

**8**



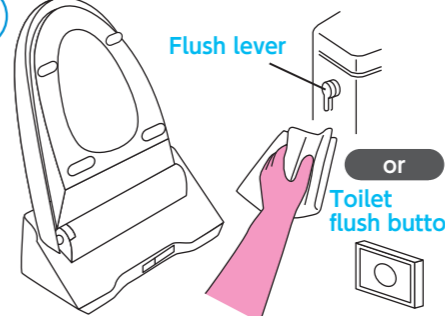
○ Replace the spray seat to its original position using the specified procedure.  
\* Check the instructions for each product on how to remove the spray seat before cleaning.  
\* Be sure to install the spray seat properly. Otherwise it may cause the seat to break or accidentally fall off.

**9**




\* If the gloves are wet, be sure to dry them beforehand.  
○ Plug in the power cord and confirm that the power light comes on.

**10**



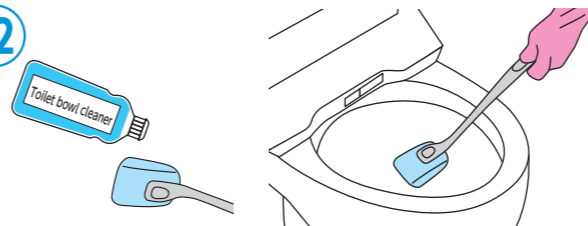
○ Open the toilet lid and seat and flush the toilet by touching the flush lever or button with the "water wiping microfiber cloth (white)". (1st time)

**11**



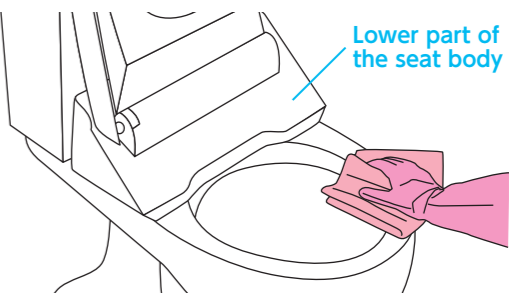
\* Use the "water wiping microfiber cloth (white)" when operating the remote control.  
 ○ After the nozzle is extended, support the nozzle with one hand and wipe the entire nozzle with the "nozzle water wiping microfiber cloth (green)". Retract the nozzle when done.  
\* Check the instructions for each product on how to extend/retract the nozzle before cleaning the nozzle.

**12**



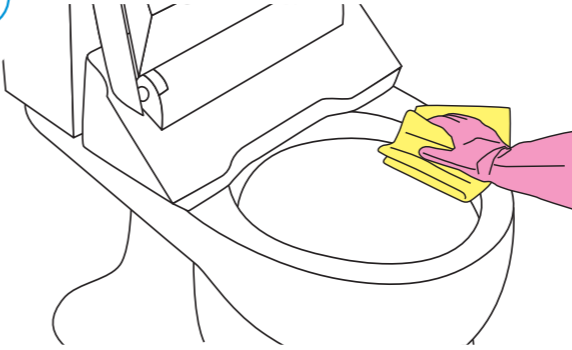
○ Apply the toilet bowl cleaner to the long-handled sponge to saturate the entire sponge and evenly scrub the entire inside of the bowl.  
\* Push the sponge into the water-sealing area to clean it as well.  
 Handle with the "water wiping microfiber cloth (white)" to flush the toilet, and rinse off the dirt and cleaner with the sponge during flushing. (2nd time)

**13**



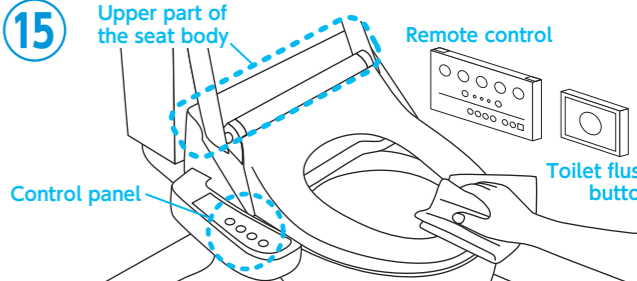
○ Apply neutral detergent diluted with water to an appropriate concentration to the "detergent wiping microfiber cloth (red)" and wring it out tightly. Wipe the back of the raised toilet seat, the lower part of the seat body, and the rim and sides of the bowl unit.

**14**



○ Apply water to the "water wiping microfiber cloth (yellow) for after detergent wiping" and wring it out tightly. Perform final wiping of the areas that have been wiped with detergent in order to remove detergent residue.

**15**



○ Change or remove your gloves (bare hands), and wipe the parts with the "water wiping microfiber cloth (white)" that is wetted with water and wrung out tightly in the following order.  
 1. Surface of the toilet seat  
 2. Top and back of the toilet lid, upper part of the seat body  
 3. Control panel of the spray seat including the flush button and remote control  
 4. For a tank-type toilet: Top, side, front of the tank  
\* Confirm that the power light is on. Check for any other abnormalities.

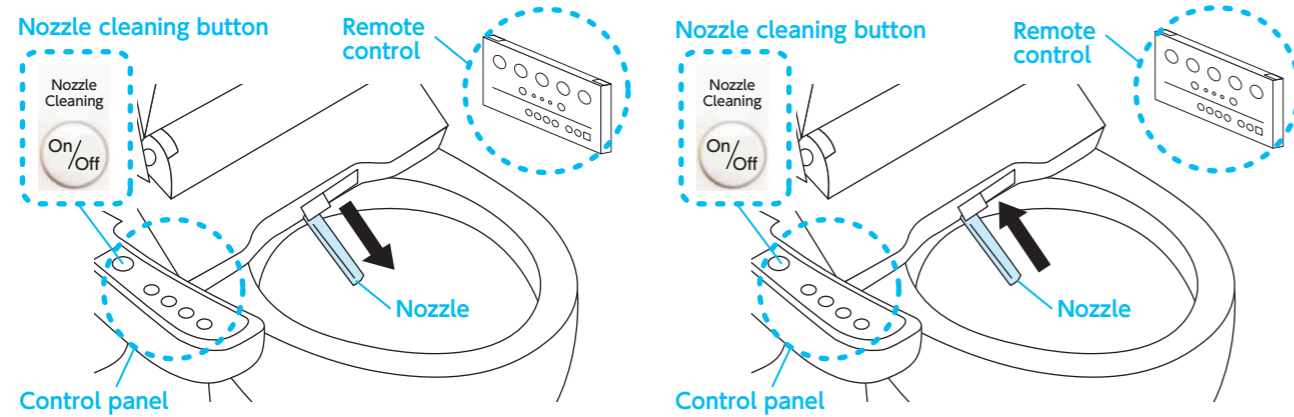
### Additional remarks

- For safe use
  - If any problem occurs with the product, stop using it immediately and contact the manufacturer, installation service provider or other appropriate party.
  - Do not use acidic or alkaline detergents or abrasive cleaners that may damage the spray seat or toilet bowl.
  - If the spray seat requires specific cleaning procedures (including the inspection of items), follow the instruction manual of the respective product.
  - If the product has its own precautions for cleaning, follow the instruction manual of the respective product.
- To extend the product life
  - Do not use metal brushes, abrasive nylon scrubbers or similar tools.
  - Do not use dry cloths, cloths or towels containing debris, or toilet paper, since the resin surface is easily scratched.
  - Be sure to use the specified microfiber cloths.

## 7 Reference: Example of Procedures for Extending/Retracting the Nozzle

Check the instruction manual or other documents for the applicable spray seat for details.  
(If the instruction manual is not available, contact the store where the product was purchased to obtain the manuals and confirm the contents.)

### Example procedures for automatically extending/retracting the nozzle



#### ●Extending the nozzle

Press the "Nozzle cleaning" or "Wand cleaning", or similar button on the control panel or remote control.  
The nozzle will be extended.

#### ●Retracting the nozzle

Press the "Nozzle cleaning", "Wand cleaning", "Stop" or similar button on the control panel or remote control.  
The nozzle will retract.

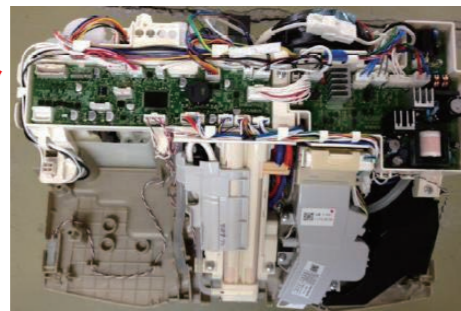
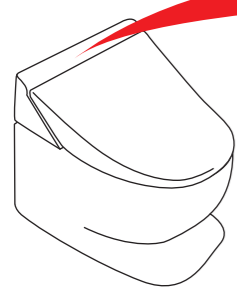
Some models installed in multi-function restrooms, etc. do not have buttons for "Nozzle cleaning" or "Wand cleaning", but instead require multiple button operations or other means to extend the nozzle.

### Be careful when using detergents.

Improper selection or use of detergent or leaving detergent in the toilet bowl may cause metal parts to corrode and deteriorate from. gases generated by the detergent, **resulting in smoke or fire.**  
If detergent is applied directly on to parts, even if it can be used for cleaning, it may **cause smoke or fire.**

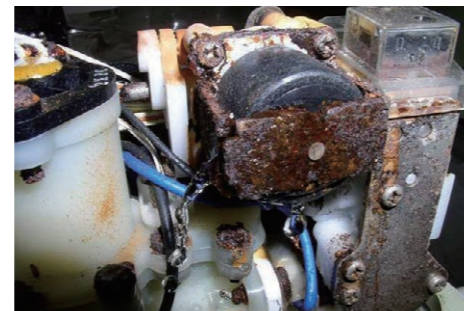
#### There are many electronic and electrical components!

Inside the spray seat body



The spray seat is an electrical product.

#### Corrosion of components



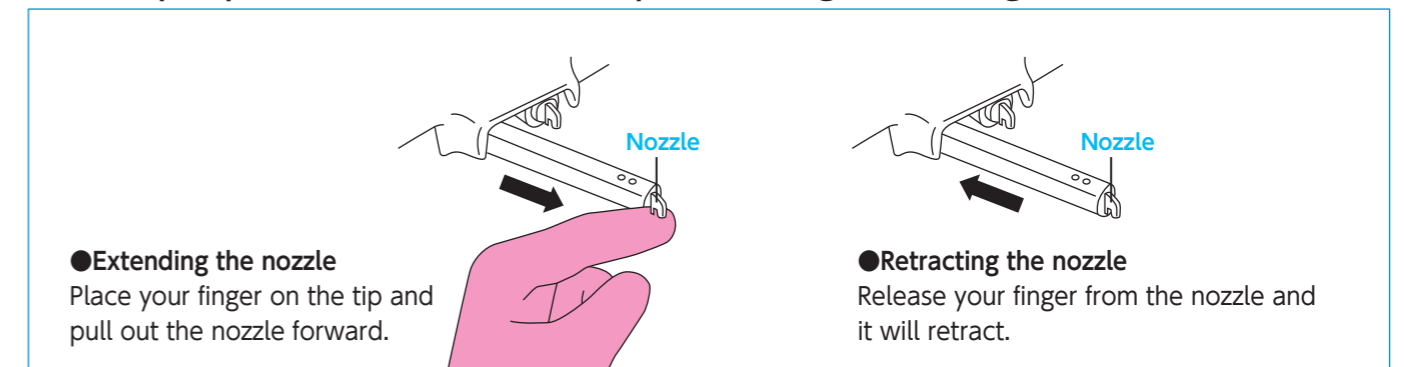
Corrosion of metal parts due to gases generated by the detergent

\* Flush toilet bowl cleaner within 3 minutes.

\* Gases generated by the cleaner may enter the inside of the equipment, causing parts to corrode and deteriorate, resulting in smoke and fire.

## and Removing/Replacing the Spray Seat, Precautions for Handling Detergents

### Example procedures for manually extending/retracting the nozzle



#### ●Extending the nozzle

Place your finger on the tip and pull out the nozzle forward.

#### ●Retracting the nozzle

Release your finger from the nozzle and it will retract.

### How to remove/replace the spray seat in the case of a button/lever-operated model

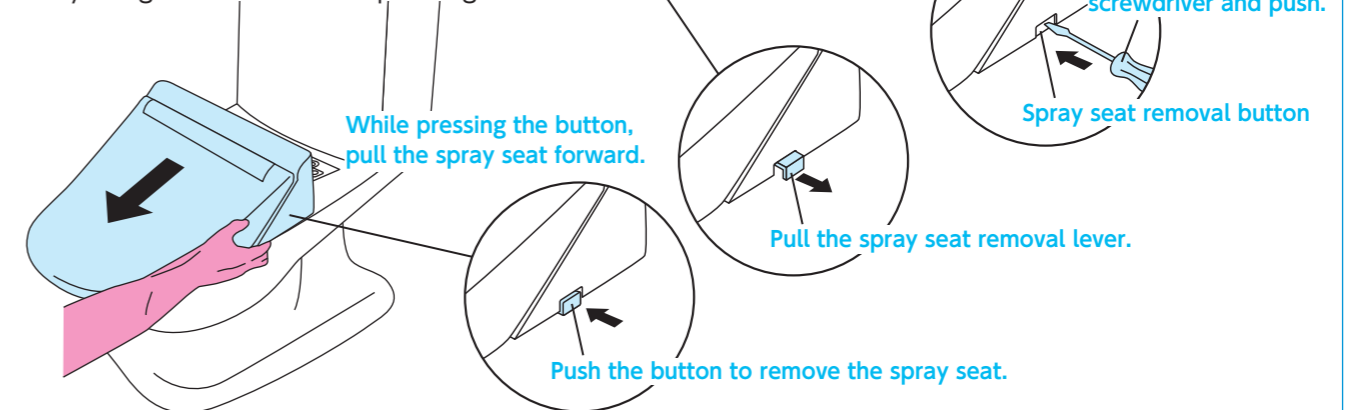
#### ●How to remove the spray seat from the bowl unit.

While pressing the "Remove button" on the right side of the spray seat, pull the spray seat forward.

\* Do not forcefully pull the spray seat since the water supply pipe and power cord are attached to it.

\* Some models require a tool with a flat tip such as a flat head screwdriver to be inserted and press the "Remove button".

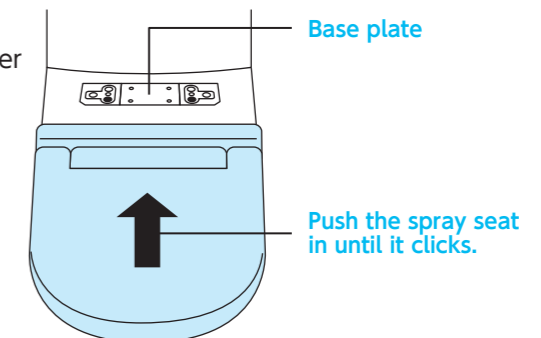
\* Some models enable the spray seat to be removed from the bowl unit by using a lever instead of pressing a button.



#### ●How to replace the spray seat to the bowl unit.

(1)Align the center of the spray seat with the center of the base plate.

(2)Slide the spray seat onto the bowl unit surface and push it in securely until it clicks into place.

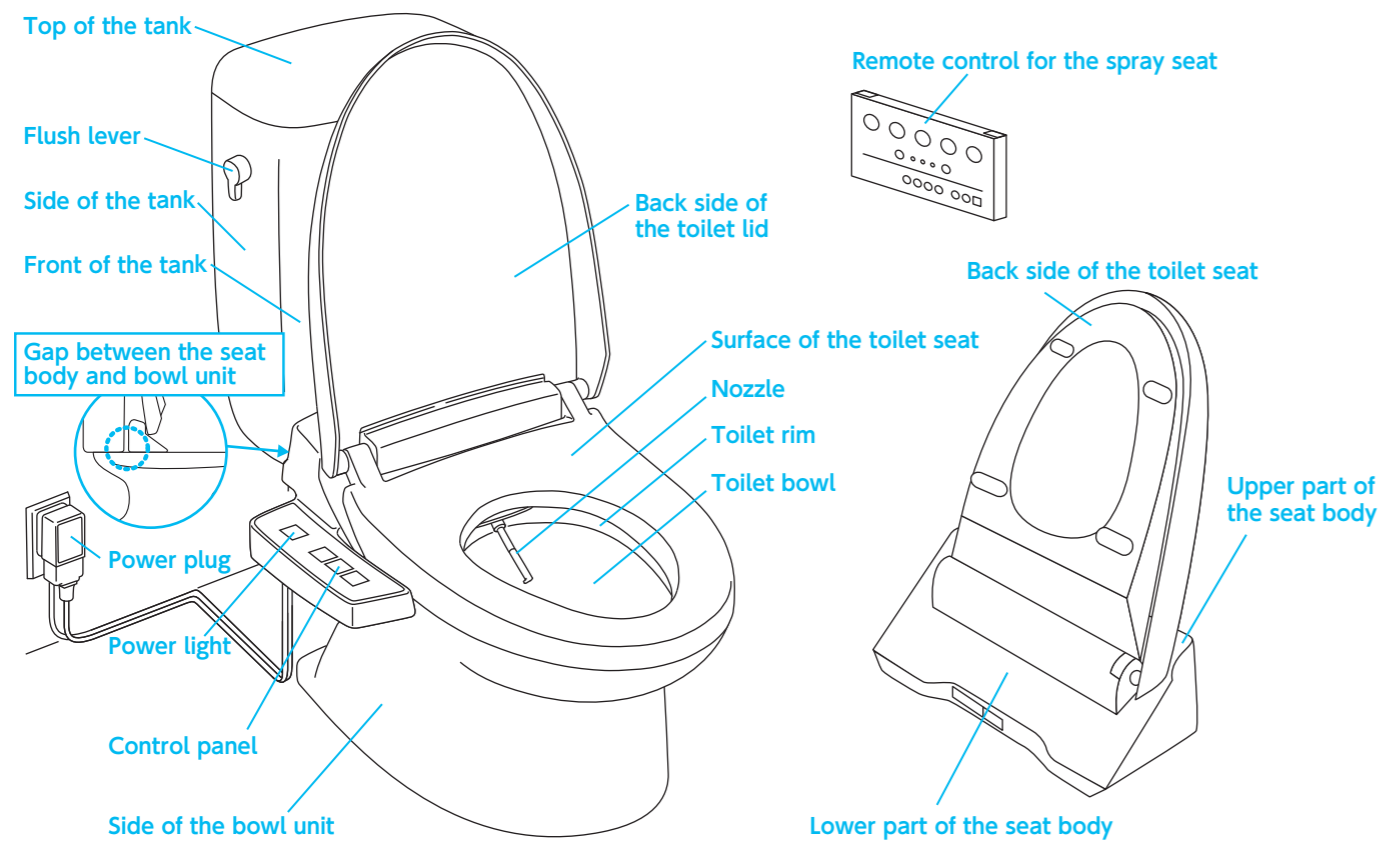


## 8 Reference: Names of the Main Parts

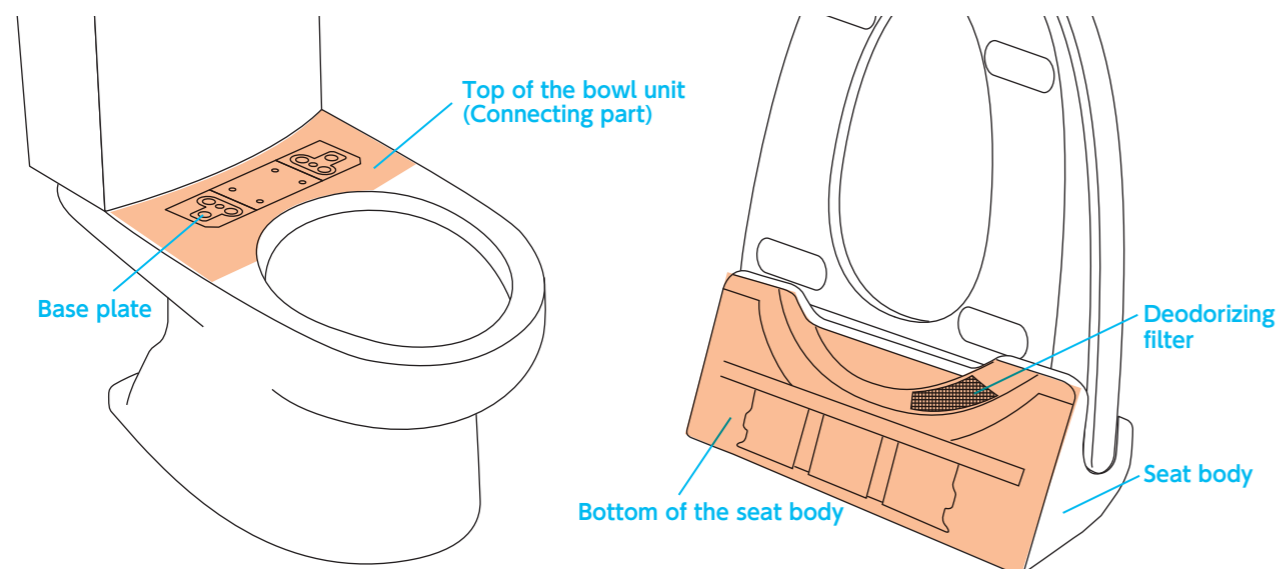
The following illustrations show the names of the main parts of a typical toilet and a spray seat. Refer to the instruction manual for details since these names vary depending on the manufacturer and model.

Examples of names of the main parts of a toilet and spray seat

### Daily Cleaning



### Periodic Cleaning



Notes

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