

SOP: Cleaning, Safety, and Emergency Procedures in the Library

This SOP details **cleaning, safety, and emergency procedures in the library**, encompassing routine cleaning schedules, proper handling of cleaning agents, safety protocols for library staff and visitors, fire safety measures, evacuation plans, first aid response, and reporting incidents. The objective is to maintain a clean, safe, and secure environment that supports the well-being of all library users and personnel while ensuring preparedness for emergencies.

1. Routine Cleaning Procedures

1. Daily Tasks:

- Dust shelves, tables, computers, and equipment.
- Vacuum/mop floors and carpeted areas.
- Empty trash and recycling bins.
- Clean and sanitize toilets, sinks, and door handles.

2. Weekly Tasks:

- Deep clean reading areas and conference rooms.
- Wipe down windows and glass doors.

3. Monthly Tasks:

- Check and clean air vents and filters.
- Inventory and restock cleaning supplies.

4. Proper Handling of Cleaning Agents:

- Use only approved cleaning products, following manufacturers' instructions.
- Wear gloves and safety gear when handling chemicals.
- Store chemicals in designated areas, away from public access.

2. Safety Protocols

1. Maintain clear walkways, free from obstacles and spills.
2. Ensure electrical cords and outlets are in good condition.
3. Display appropriate signage for wet floors and maintenance work.
4. Conduct periodic safety drills for staff (fire, earthquake, lockdown).
5. Train staff on the location and use of safety equipment.

3. Fire Safety Measures

- Locate and routinely inspect fire extinguishers, alarms, and sprinkler systems.
- Keep designated exits and escape routes unobstructed at all times.
- Post floor maps displaying exits and assembly points.
- Conduct annual fire safety training and drills.

4. Emergency Evacuation Plan

1. Upon alarm activation or emergency signal, instruct all occupants to leave via the nearest exit.
2. Staff to assist those with limited mobility.
3. Congregate at the designated assembly area outside the building.
4. Take headcount and report missing persons to emergency responders.
5. Do not re-enter premises until cleared by authorities.

5. First Aid Response

- Maintain a fully-stocked first aid kit in a clearly marked location.
- Designate and train staff in basic first aid and CPR.
- Document all incidents and treatments provided.
- In serious cases, call emergency services (e.g., 911).

6. Incident Reporting

1. Report all accidents, injuries, or hazardous situations to the supervisor immediately.
2. Log incidents using the library's Incident Report Form.
3. Review incidents periodically to improve safety procedures.

7. Responsibilities

Role	Responsibility
Library Manager	Ensure SOP compliance, schedule regular training, and oversee safety audits.
Custodial Staff	Perform cleaning tasks and report maintenance issues.
All Staff	Follow safety and emergency protocols, participate in drills, and report incidents.

8. Review and Update

This SOP will be reviewed annually or after significant incidents to ensure currency and effectiveness. Suggestions for improvements are encouraged and should be submitted to the Library Manager.