

SOP Template: Floor Sweeping, Vacuuming, and Mopping Procedures

This SOP details the **floor sweeping, vacuuming, and mopping procedures** necessary to maintain clean and safe floor environments. It covers the steps for effective removal of dust, debris, and spills using appropriate tools and cleaning agents. Proper techniques for sweeping, vacuuming carpets and hard floors, and thorough mopping to prevent slips and maintain hygiene are included. The goal is to ensure a consistently clean floor surface, reducing hazards and promoting a healthy workspace.

1. Purpose

To provide standardized procedures for sweeping, vacuuming, and mopping of floors to ensure cleanliness, hygiene, and safety in all applicable areas.

2. Scope

This SOP applies to all custodial and cleaning staff responsible for floor maintenance in the facility.

3. Responsibilities

- Cleaning staff must follow this SOP during floor cleaning duties.
- Supervisors must ensure compliance and provide necessary training and materials.

4. Required Materials

- Sweeping broom and dustpan
- Vacuum cleaner (carpet or multi-surface as required)
- Wet mop and bucket
- Floor cleaning detergent/disinfectant (as applicable)
- Warning signs (â€œWet Floorâ€)
- Personal protective equipment (PPE)

5. Procedure

5.1 Preparation

1. Put on required PPE (gloves, closed-toed shoes, etc.).
2. Remove obstacles and debris from the area to be cleaned.
3. Place â€œWet Floorâ€ signs as a precaution if mopping will occur.

5.2 Sweeping (for hard floors)

1. Start at one end of the area.
2. Use a broom to sweep dust and debris toward a central point or dustpan, using steady strokes.
3. Collect debris with a dustpan and dispose of it properly.
4. Inspect the floor for leftover debris and re-sweep as necessary.

5.3 Vacuuming

- **Carpeted Floors:**
 1. Plug in and check the vacuum for proper function.
 2. Start from farthest corner and vacuum in overlapping passes.
 3. Pay special attention to high-traffic areas and edges.
- **Hard Floors:**
 1. Use a vacuum suitable for hard surfaces.
 2. Vacuum floor to remove fine dust and particles missed during sweeping.

5.4 Mopping (for hard floors)

1. Fill the mop bucket with appropriate cleaning solution per manufacturer's instructions.
2. Dip mop in the solution and wring out excess liquid.
3. Mop in small sections, using a figure-eight or S-pattern to maximize coverage and prevent streaking.

- 4. Rinse and re-wet mop periodically.
- 5. Allow floor to air-dry; keep area clear and warning signs prominent until dry.

6. Post Cleaning

- Inspect the area for missed spots or spills; repeat cleaning if necessary.
- Clean and store all equipment and materials appropriately.
- Remove warning signs only once floor is completely dry.
- Report any hazards or maintenance issues noted during cleaning to supervisor.

7. Safety and Hygiene

- Always use caution and warning signs when floors are wet to prevent slips and injuries.
- Use cleaning agents according to manufacturer instructions.
- Wear PPE and wash hands after completing cleaning tasks.

8. Documentation

- Record cleaning completion in cleaning log or checklist, noting time, date, and any incidents or observations.

9. Revision History

Version	Date	Description	Author
1.0	2024-06-15	Initial SOP issuance	[Your Name]