

SOP: Floor Cleaning and Mopping Procedures for Various Areas

This SOP details the **floor cleaning and mopping procedures** for various areas, including the selection of appropriate cleaning agents, preparation of cleaning solutions, step-by-step mopping techniques, and safety precautions to prevent slips and falls. It covers cleaning protocols for different floor types such as tile, hardwood, and vinyl, ensuring effective removal of dirt, stains, and contaminants. The guidelines aim to maintain hygienic and safe floor conditions across all designated spaces.

1. Purpose

To provide standardized procedures for effective and safe floor cleaning and mopping for all types of floor surfaces across the facility.

2. Scope

This SOP applies to all cleaning staff responsible for maintaining floor hygiene in designated areas, including (but not limited to):

- Hallways and corridors
- Restrooms
- Offices and workspaces
- Common areas (lobbies, waiting rooms)

3. Responsibilities

- Cleaners/Janitorial Staff: Execute cleaning and mopping steps as per this SOP.
- Supervisors: Ensure proper adherence, provide training, and conduct spot checks.

4. Materials and Equipment

- Wet and dry mops
- Buckets with wringer
- Floor cleaning agents suitable for surface type
- Scrubbing brushes/pads (if required)
- Personal Protective Equipment (PPE): gloves, non-slip footwear
- Warning signs ("Wet Floor")

5. Cleaning Agents Selection

Floor Type	Recommended Cleaning Agent
Tile/Ceramic	pH-neutral tile cleaner or mild detergent
Hardwood	Specialized hardwood floor cleaner (avoid excessive water)
Vinyl/Linoleum	Mild all-purpose cleaner
Other (specify)	Refer to manufacturer's guidelines

6. Preparation of Cleaning Solution

1. Read the label and follow dilution instructions for the chosen cleaning agent.
2. Fill the bucket with clean, cool or lukewarm water.
3. Add the correct amount of cleaning agent; mix well.

7. Step-by-Step Cleaning and Mopping Procedure

1. Put on PPE (gloves and non-slip shoes).
2. Display "Wet Floor" warning signs around the area.
3. Remove loose dirt/debris using a broom or dry mop.
4. Submerge wet mop in cleaning solution, wring out to damp (not dripping).
5. Mop the floor as per the appropriate technique:
 - **Tile/Vinyl:** Mop in an "S" or figure-8 motion, overlapping with each pass.
 - **Hardwood:** Use a barely damp mop; follow the grain of the wood. Avoid standing water.
6. For stains or heavy soil, spot clean with a brush or pad as needed.
7. Rinse mop frequently and change solution if water becomes excessively dirty.
8. After mopping, allow the area to air dry. Do not remove "Wet Floor" signage until completely dry.
9. Clean and store all equipment and PPE properly after use.

8. Safety Precautions

- Always use caution signs when mopping.
- Ensure floors are not left excessively wet to prevent slips and falls.
- Wear appropriate PPE at all times.
- Use only approved cleaning agents and never mix chemicals.
- Report any persistent stains, damage, or hazards to a supervisor immediately.

9. Cleaning Frequency (Sample Schedule)

Area	Frequency
Restrooms & High Traffic Areas	At least twice daily and as required
Offices & Meeting Rooms	Once daily or as needed
Lobbies/Common Areas	Twice daily
Other	As specified in site-specific protocol

10. Documentation & Monitoring

- Complete cleaning log sheets for each shift/area cleaned.
- Supervisors to review logs and conduct random inspections.

11. Revision and Approval

All updates to this SOP require review and approval by facilities management and safety teams.

Note: Always refer to manufacturer guidelines for floor types and cleaning products. Adjust procedures as necessary for specialty flooring.