

# SOP Template: Floor Cleaning and Mopping Schedules

This SOP defines the **floor cleaning and mopping schedules** for all customer and staff areas, ensuring a clean, safe, and hygienic environment. It includes detailed timelines, cleaning methods, approved cleaning agents, and staff responsibilities to maintain high standards of cleanliness, prevent slips and falls, and promote overall workplace safety and customer satisfaction.

## 1. Purpose

To establish and implement effective floor cleaning and mopping routines in all designated customer and staff areas.

## 2. Scope

This SOP applies to all floors within customer-facing areas (lobbies, dining rooms, halls etc.) and staff-only zones (offices, kitchens, storage rooms, restrooms, etc.).

## 3. Responsibility

- **Cleaning Staff:** Execute cleaning and mopping tasks as scheduled.
- **Supervisors/Managers:** Monitor adherence, inspect for quality, and maintain cleaning records.
- **All Employees:** Report spills or hazards immediately to supervisors.

## 4. Floor Cleaning & Mopping Schedule

| Area                          | Frequency   | Time                        | Responsible Personnel   |
|-------------------------------|---|-----------------------------|-------------------------|
| Lobby & Customer Entrances    | Every 2 hours / As needed   | During operating hours      | Assigned Cleaning Staff |
| Customer Dining/Seating Areas | Before opening, every 3 hours, after closing, and spot cleaning as needed | All day                     | Assigned Cleaning Staff |
| Restrooms (Customer & Staff)  | Every hour / As needed  | All day                     | Assigned Cleaning Staff |
| Kitchen & Food Prep Areas     | Start and end of shift, between major tasks, immediately after spills     | All day                     | Kitchen/ Cleaning Staff |
| Staff Rooms, Offices, Storage | Twice daily   | Before/after shifts         | Assigned Cleaning Staff |
| Corridors & Stairways         | Three times daily / As needed   | Morning, midday, end of day | Assigned Cleaning Staff |

## 5. Cleaning Methods

- Remove obstacles and sweep loose debris from floor.
- Prepare mop bucket with approved cleaning solution as per instructions.
- Use a clean mop; change cleaning water and mop heads regularly to prevent cross-contamination.
- Mop surface thoroughly, paying attention to corners and high-traffic areas.
- For high-risk or food prep areas, use color-coded mops/buckets.
- Display “Wet Floor” signs during and immediately after mopping.
- Allow surface to dry completely before removing signage.

## 6. Approved Cleaning Agents

- Use only authorized, non-toxic, and non-slip floor cleaners as specified in the MSDS.
- Follow manufacturer's dilution and safety guidelines for all cleaning agents.
- Maintain an up-to-date list of approved products accessible to staff.

## 7. Record Keeping

- Staff must complete the cleaning log after each scheduled task (see appendix for log template).
- Supervisors verify and sign records daily.

## 8. Training & Review

- All staff receive initial training and annual refresher on floor cleaning and safety practices.
- This SOP is reviewed every 12 months or as required by incident reports or audit outcomes.

## Appendix: Sample Cleaning Log Entry

| Date & Time       | Area Cleaned   | Tasks Performed                       | Staff Initials | Supervisor Check |
|-------------------|----------------|---------------------------------------|----------------|------------------|
| 2024-06-12, 09:00 | Lobby Entrance | Swept, mopped, signage placed/removed | AL             | âœ”              |