

Standard Operating Procedure (SOP)

Fueling, Cleaning, and Re-stocking Amenities

This SOP details the procedures for **fueling, cleaning, and re-stocking amenities**, encompassing safe fuel handling, thorough cleaning protocols for facilities, and systematic replenishment of supplies. It aims to maintain operational efficiency, ensure hygiene standards, and provide consistent availability of amenities to support a safe and comfortable environment for all users.

1. Purpose

To outline the standardized procedures for fueling, cleaning, and re-stocking amenities to promote safety, hygiene, and operational efficiency.

2. Scope

This SOP applies to all personnel responsible for fuel management, cleaning of facilities, and re-stocking of amenities.

3. Responsibilities

- **Supervisors:** Ensure compliance with SOP, provide training, and maintain supplies inventory.
- **Staff:** Execute fueling, cleaning, and re-stocking duties as per the SOP.
- **All Personnel:** Report hazards, spills, or shortages immediately.

4. Procedures

4.1 Fueling

1. **PPE:** Wear prescribed personal protective equipment (PPE) (e.g., gloves, goggles).
2. **Preparation:** Inspect fuel containers and equipment for leaks or defects.
3. **Handling:**
 - Turn off all ignition sources in the fueling area.
 - Ground fuel containers to prevent static electricity buildup.
4. **Dispensing:**
 - Dispense fuel slowly to minimize spills and vapors.
 - Never overfill tanks or containers.
5. **Spill Management:** Clean up spills immediately following safety protocols and report to supervisor.
6. **Documentation:** Log fuel usage and any incidents.

4.2 Cleaning

1. **Supplies:** Gather all necessary cleaning agents, tools, and PPE.
2. **Area Preparation:**
 - Post signage if the area will be inaccessible during cleaning.
 - Ventilate area as required.
3. **Cleaning Procedure:**
 - Remove waste and debris before surface cleaning.
 - Disinfect high-touch surfaces (e.g., handles, switches).
 - Clean floors, mirrors, and fixtures thoroughly.
4. **Waste Disposal:** Dispose of trash and used materials according to local regulations.
5. **Inspection:** Ensure the area meets cleanliness standards; re-clean if necessary.
6. **Record Keeping:** Fill out cleaning log.

4.3 Re-stocking Amenities

1. **Inventory Check:** Review current stock levels of amenities such as soap, towels, tissue, etc.
2. **Stocking:** Replenish items as needed, ensuring correct product placement and rotation (use oldest stock first).
3. **Quality Check:** Discard and replace any expired or damaged items.

- 4. **Supplies Request:** Notify supervisor when supplies reach reorder levels.
- 5. **Documentation:** Update inventory and re-stocking logs.

5. Safety & Hygiene

- Follow all posted safety instructions and use PPE at all times.
- Practice proper hand hygiene after handling fuel, waste, or cleaning chemicals.
- Report any health, safety, or environmental hazards to a supervisor immediately.

6. Documentation & Records

Log/Record	Responsible Person	Frequency
Fuel Usage Log	Fueling Staff	After every fueling activity
Cleaning Log	Cleaning Staff	After each cleaning session
Amenity Inventory Log	Responsible Staff	Daily or as re-stocking occurs

7. Revision History

Date	Version	Description	Approved By
2024-06-01	1.0	Initial SOP Release	[Supervisor Name]

Note: This SOP should be reviewed periodically and updated as necessary to reflect changes in procedures, equipment, or regulations.