

SOP: Pre-cleaning Equipment Inspection and Preparation

This SOP describes the process for **pre-cleaning equipment inspection and preparation**, which includes verifying the condition of all cleaning tools and machinery, ensuring proper functionality, checking for damage or wear, gathering necessary cleaning agents and materials, and setting up the cleaning area to maintain hygiene and safety standards. This procedure aims to optimize cleaning efficiency, prevent equipment malfunction, and uphold operational safety before cleaning activities commence.

1. Purpose

To define the standardized steps for inspecting and preparing equipment and materials prior to cleaning activities, ensuring optimal operation and safety.

2. Scope

This SOP applies to all staff responsible for equipment cleaning in the facility.

3. Responsibilities

- **Cleaning Staff:** Follow inspection and preparation steps, report defects, gather materials.
- **Supervisors:** Verify compliance, provide training, arrange repairs.

4. Materials & Equipment

- Cleaning tools (mops, brushes, buckets, etc.)
- Machinery (e.g., floor scrubbers, vacuums)
- Cleaning agents and materials (detergents, disinfectants, wipes, etc.)
- Personal Protective Equipment (PPE)
- Inspection checklist

5. Procedure

1. Preparation

- Put on required PPE (gloves, goggles, etc.).
- Retrieve the inspection checklist.

2. Cleaning Tool Inspection

- Check bristles, handles, mop heads, etc. for wear or damage.
- Replace or repair faulty tools as necessary.

3. Machinery Inspection

- Examine electrical cords, switches, moving parts for damage.
- Test machinery function: power on/off, operational checks.
- Check fluid levels (if applicable) and refill as necessary.

4. Gather Cleaning Agents and Materials

- Check availability and expiry dates of chemicals.
- Prepare correct dosages and mixes according to SDS instructions.

5. Area Setup

- Clear unnecessary items from cleaning area.
- Display appropriate safety signage (wet floor signs, etc.).
- Set up cleaning machinery and tools in accessible locations.

6. **Documentation**

- Complete the inspection checklist, noting any issues and actions taken.
- Report unresolved issues immediately to a supervisor.

6. **Records**

Maintain completed checklists and any reports of damages or maintenance performed for at least **1 year**.

7. **References**

- Manufacturer's equipment manuals
- Material Safety Data Sheets (MSDS/SDS)
- Facility health and safety guidelines

8. **Revision History**

Version	Date	Description	Author
1.0	2024-06-15	Initial creation	QA Dept.