

# Standard Operating Procedure (SOP): Specialized Cleaning for Glass, Carpets, and Upholstery

This SOP details the procedures for **specialized cleaning for glass, carpets, and upholstery**, covering the selection of appropriate cleaning agents, techniques for stain and dirt removal, equipment usage, safety precautions, and maintenance of surfaces. It aims to ensure effective and safe cleaning practices that preserve the quality and appearance of glass surfaces, carpets, and upholstered items while preventing damage and extending their lifespan.

## 1. Scope

This SOP applies to all personnel responsible for cleaning glass surfaces, carpets, and upholstered items in the facility.

## 2. Responsibilities

- Cleaning Staff: Follow the procedures as outlined below and report any damage.
- Supervisors: Ensure all staff are trained on the SOP and monitor compliance.
- Management: Provide proper equipment and approved cleaning agents.

## 3. Materials and Equipment

Surface	Recommended Cleaning Agents	Equipment
Glass	Ammonia-based or vinegar-based glass cleaner	Lint-free microfiber cloth, squeegee, spray bottle
Carpets	Carpet shampoo, spot remover for stains, warm water	Vacuum, carpet extractor, soft-bristled brush
Upholstery	Upholstery foam cleaner or mild soap solution	Handheld vacuum, soft cloth, upholstery brush

## 4. Procedure

### 4.1 Glass Cleaning

1. Wear gloves and ensure area is well-ventilated.
2. Remove loose dust with a dry microfiber cloth.
3. Spray cleaning solution onto the cloth or glass surface (avoid over-spraying near frames/seals).
4. Wipe using circular motions, covering entire surface.
5. For stubborn spots, reapply cleaner and let sit for 1-2 minutes before wiping.
6. Dry with a separate clean cloth or squeegee to avoid streaks.

### 4.2 Carpet Cleaning

1. Remove loose debris using a vacuum cleaner.
2. Pre-treat stains with spot remover, following manufacturer's instructions.
3. Prepare carpet shampoo solution as directed.
4. Use carpet extractor to clean; avoid over-wetting.
5. For manual cleaning, apply shampoo, work with brush, blot with clean towel.
6. Allow carpet to air-dry completely before use; use fans if necessary.

### 4.3 Upholstery Cleaning

1. Vacuum fabric thoroughly, including crevices.
2. Test cleaner on an inconspicuous area first.
3. Apply upholstery cleaner foam or mild soap solution to a soft cloth-not directly to upholstery.
4. Gently blot and wipe fabric, focusing on stained or soiled areas.
5. Rinse cloth and remove residues with clean water if needed.
6. Allow upholstery to air-dry; avoid direct sunlight or heat sources.

## 5. Safety Precautions

- Wear protective gloves and masks where required.
- Ensure good ventilation when using chemical cleaners.
- Avoid mixing cleaning agents.

- Read all product safety labels before use.
- Store all chemicals and equipment safely after use.

## **6. Maintenance and Records**

- Clean and store equipment after each use.
- Inspect surfaces regularly for signs of damage or wear.
- Keep a log of cleaning dates and observed issues for carpets and upholstery.

## **7. References**

- Manufacturer's instructions for specific products and equipment.
- Facility-specific safety and cleaning guidelines.