

# SOP: Floor and Aisle Sweeping and Mopping Schedules

This SOP details the **floor and aisle sweeping and mopping schedules**, outlining the frequency, methods, and responsible personnel for maintaining clean and safe walking surfaces. It emphasizes routine cleaning to prevent slips, trips, and falls, ensuring a hygienic environment and adherence to workplace safety standards. The schedule includes specific times for sweeping and mopping high-traffic areas, proper use of cleaning equipment and solutions, and documentation of completed tasks for accountability and quality control.

## 1. Purpose

To establish a consistent cleaning schedule for floors and aisles, ensuring cleanliness, safety, and compliance with health and workplace regulations.

## 2. Scope

This SOP applies to all staff responsible for cleaning and maintaining floor surfaces in high-traffic and general areas within the facility.

## 3. Responsibilities

- **Cleaning Staff:** Execute sweeping and mopping tasks as scheduled; use proper equipment and approved solutions.
- **Supervisors/Managers:** Oversee adherence to the schedule, verify completion, and ensure documentation is maintained.

## 4. Equipment and Materials

- Brooms and dustpans
- Wet mops and mop buckets
- Floor cleaning solutions (approved/compatible with floor surfaces)
- Personal Protective Equipment (PPE): gloves, non-slip shoes, etc.
- Warning signs (e.g., "Wet Floor")
- Cleaning checklists/forms

## 5. Procedures

1. **Preparation:** Put on PPE, gather cleaning materials, and display warning signs.
2. **Sweeping:**
  - Sweep designated areas thoroughly to remove debris and dust.
  - Pay special attention to corners and under equipment.
  - Dispose of collected debris properly.
3. **Mopping:**
  - Prepare mop and bucket with appropriate floor cleaner.
  - Mop floors methodically, avoiding oversaturation.
  - Allow area to dry; leave warning signs in place until completely dry.
4. **Post-Cleaning:**
  - Remove warning signs after floors are dry.
  - Clean and store equipment.
  - Complete required documentation or checklists.

## 6. Cleaning Schedule

Area	Frequency	Time	Responsible Personnel
High-Traffic Entrances	3 times daily	7:00 AM, 12:00 PM, 5:00 PM	Assigned Janitor
Main Aisles	2 times daily	9:00 AM, 3:00 PM	Assigned Janitor
General Work Areas	Daily	After close of business	Cleaning Team

Emergency Exits	Weekly	Friday, 4:00 PM	Cleaning Supervisor
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## 7. Documentation & Record Keeping

- All completed sweeping and mopping tasks must be logged using the Cleaning Checklist form.
- Supervisors review and sign off on completed logs daily.
- Records are to be kept for at least 12 months for auditing and quality control purposes.

## 8. Quality Control

- Random inspections will be performed to ensure standards are maintained.
- Corrective actions documented for any deficiencies observed.

## 9. Health & Safety

- Always display "Wet Floor" signs when mopping.
- Use only approved cleaning chemicals and follow manufacturer guidelines.
- Staff must wear PPE at all times while performing cleaning tasks.

## 10. Revision History

Version	Date	Description of Change	Approved By
1.0	2024-06-15	Initial Creation	Facilities Manager