

SOP: Routine Floor Sweeping, Mopping, and Vacuuming Protocols

This SOP details the **routine floor sweeping, mopping, and vacuuming protocols** to maintain cleanliness and hygiene in the facility. It covers the proper selection and use of equipment, step-by-step cleaning procedures, safety precautions to prevent accidents, and the scheduling of routine maintenance. Adhering to these protocols ensures a clean, safe, and presentable environment suitable for daily operations and reduces the risk of slips, trips, and falls.

1. Purpose

To define a standard routine for sweeping, mopping, and vacuuming floors, ensuring hygiene, safety, and appearance throughout the facility.

2. Scope

This SOP applies to all staff responsible for cleaning all hard and carpeted floor surfaces in common areas, offices, hallways, and restrooms.

3. Responsibilities

- **Custodial Staff:** Perform cleaning tasks as outlined in this SOP.
- **Supervisors:** Ensure SOP adherence, verify cleaning standards, and schedule routine checks.

4. Required Equipment & Materials

- Broom and dustpan
- Microfiber mop and bucket (with wringer)
- Vacuum cleaner (HEPA preferred for carpets and rugs)
- PPE (gloves, closed non-slip footwear)
- Approved floor cleaning agents/detergents
- Caution/wet floor signs

5. Safety Precautions

- Wear PPE at all times while cleaning.
- Display caution/wet floor signs before, during, and after mopping.
- Do not leave cleaning equipment unattended in walkways.
- Immediately report any spills, hazards, or damaged flooring.

6. Procedures

6.1 Sweeping (Hard Floors)

1. Put on PPE and place wet floor/caution signs in the area.
2. Remove loose debris and objects from the floor area to be cleaned.
3. Sweep the floor methodically, starting from one end of the room to the exit, directing debris into a dustpan.
4. Dispose of collected debris in a waste bin.

6.2 Mopping (Hard Floors)

1. Fill the mop bucket with water and the recommended amount of floor cleaner.
2. Wring out mop to avoid oversaturating the floor.
3. Begin mopping from the farthest corner and move backwards toward the exit, overlapping strokes.
4. Pay extra attention to corners and high-traffic zones.
5. Change water as needed to avoid spreading dirt.
6. Allow floors to air dry before removing caution signs.

6.3 Vacuuming (Carpeted Areas & Rugs)

1. Check and empty the vacuum cleaner's dust bag or bin.

- 2. Check cord for damage and plug into a safe power source.
- 3. Vacuum slowly and methodically, covering all areas and overlapping slightly.
- 4. Pay special attention to corners, edges, and under furniture.
- 5. Empty vacuum bin or replace bag after completion.

7. Schedule

Area	Sweeping	Mopping	Vacuuming
Common Areas	Daily	Daily	N/A
Hallways	Daily	Every other day	Weekly
Office Spaces	3x/week	2x/week	2x/week
Restrooms	Daily	Multiple times/day	N/A
Carpeted Areas	N/A	N/A	Daily

8. Documentation

- Complete cleaning checklists for each shift.
- Report and log any incidents, hazards, or equipment malfunctions.

9. Revision & Review

- This SOP should be reviewed annually and after any major incident or introduction of new equipment.
- All updates must be communicated to relevant staff.