

# SOP: Equipment and Cleaning Supply Management

This SOP details **equipment and cleaning supply management**, encompassing proper inventory control, storage protocols, maintenance schedules, safe handling procedures, and disposal methods. The goal is to ensure the efficient use, safety, and longevity of all equipment and cleaning supplies while maintaining a clean and hazard-free environment.

## 1. Purpose

To establish standardized procedures for managing equipment and cleaning supplies, ensuring effective use, safety, and compliance with relevant regulations.

## 2. Scope

This SOP applies to all personnel responsible for the handling, storage, use, and disposal of equipment and cleaning supplies within the facility.

## 3. Responsibilities

- Facilities Manager: Oversee implementation and compliance.
- Staff: Follow all procedures outlined in this SOP.
- Cleaning Personnel: Adhere to usage, storage, and log protocols.

## 4. Inventory Control

- Maintain an updated inventory list of all equipment and cleaning supplies.
- Conduct monthly inventory audits; record quantities and expiry dates.
- Order replacements as stock declines to predetermined thresholds.
- Log all purchases and disposals in the inventory management system.

Item	Quantity	Expiry Date	Condition
Floor Cleaner	5 bottles	2025-01-10	New
Vacuum Cleaner	2 units	N/A	Operational

## 5. Storage Protocols

- Store equipment and supplies in designated, labeled, and secure areas.
- Separate hazardous and non-hazardous materials.
- Ensure all items are placed on shelves; avoid direct floor contact where possible.
- Keep storage areas clean, ventilated, and free of obstructions.

## 6. Maintenance Schedules

- Perform regular maintenance as per manufacturer guidelines (see chart below).
- Document all maintenance in equipment logbooks.

Equipment	Maintenance Task	Frequency
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Floor Buffer	Check brushes and belts	Monthly
Vacuum Cleaner	Replace/filter	Quarterly

## 7. Safe Handling Procedures

1. Wear appropriate PPE (e.g., gloves, goggles) when handling chemicals.
2. Read and follow all label and SDS instructions before use.
3. Do not mix chemicals unless specified.
4. Wash hands after handling supplies.

## 8. Disposal Methods

1. Dispose of expired or unusable supplies as per local regulations.
2. Label and segregate hazardous waste materials; arrange proper pick-up or drop-off.
3. Document all disposals in the inventory system.

## 9. Record Keeping

1. Maintain records of inventory, maintenance, and disposal for a minimum of three years.
2. Ensure logs are accessible for inspection by authorized personnel.

## 10. Review and Revision

1. Review SOP annually or upon significant process changes.
2. Update procedures to reflect best practices and regulatory requirements.