

SOP Template: Floor Cleaning, Mopping, and Vacuuming Standards

This SOP defines **floor cleaning, mopping, and vacuuming standards** to maintain cleanliness, hygiene, and safety in all indoor environments. It covers protocols for selecting appropriate cleaning agents, proper use of mops and vacuums, frequency of cleaning tasks, and safety precautions to prevent slips, falls, or damage to floor surfaces. The goal is to ensure consistent and effective floor maintenance that promotes a clean and healthy workspace.

1. Scope

This SOP applies to all personnel responsible for housekeeping and maintenance in shared and private indoor environments, including offices, corridors, restrooms, break rooms, and other common areas.

2. Responsibilities

- **Cleaning Staff:** Execute the cleaning, mopping, and vacuuming processes as outlined.
- **Supervisors:** Ensure adherence to procedures and perform regular inspections.
- **Facility Manager:** Provide approved cleaning supplies, equipment, and training.

3. Procedure

3.1. Preparation

1. Review the cleaning schedule for designated areas.
2. Inspect and gather appropriate cleaning agents, mops, buckets, and vacuum cleaners.
3. Place safety signage (e.g., "Wet Floor") as needed to warn occupants.
4. Wear appropriate personal protective equipment (PPE).

3.2. Floor Cleaning and Mopping

1. Remove loose debris by sweeping or dust mopping.
2. Prepare the cleaning solution according to the manufacturer's instructions.
3. Use a suitable mop (e.g., microfiber for hardwood; cotton for tile) for the floor type.
4. Damp mop floor evenly, paying extra attention to high-traffic zones and corners.
5. Change cleaning solutions and rinse mops as needed to prevent cross-contamination.
6. Allow the floor to air dry or dry with a clean, dry mop.

3.3. Vacuuming

1. Select the vacuum cleaner appropriate for the floor surface (upright, canister, or backpack).
2. Check and empty vacuum bags or containers before and after use.
3. Vacuum in overlapping passes, focusing on entryways, edges, and under furniture.
4. Use attachments for tight spaces and upholstery as required.
5. Store equipment in designated areas after use.

4. Frequency

Area	Cleaning Method	Frequency
High-Traffic Areas (lobbies, corridors)	Mopping & Vacuuming	Daily
Restrooms & Kitchens	Wet Mopping	Daily or as needed
Offices, Conference Rooms	Vacuuming/Mopping	2-3 times/week
Storage/Support Areas	Sweeping/Mopping	Weekly

5. Safety Precautions

- Always use signage to mark wet floors during and after cleaning.

- Never mix cleaning agents; follow manufacturer's instructions.
- Report and address spills or hazards immediately.
- Ensure floors dry completely before removing safety signs.
- Store chemicals and equipment safely after use.

6. Documentation and Records

- Maintain daily cleaning logs indicating date, area cleaned, and staff initials.
- Report incidents or maintenance issues on the appropriate forms.

7. Revision and Review

This SOP shall be reviewed annually or whenever processes, equipment, or environments change.