

Standard Operating Procedure (SOP): Floor Sweeping, Mopping, and Spill Management Guidelines

This SOP details **floor sweeping, mopping, and spill management guidelines** to maintain cleanliness and safety in the workplace. It covers proper techniques for sweeping and mopping various floor surfaces, the use of appropriate cleaning materials and equipment, timely identification and management of spills, and protocols to prevent slip and fall accidents. The objective is to ensure a hygienic environment while minimizing hazards associated with wet or dirty floors.

1. Scope

This SOP applies to all employees responsible for cleaning and maintaining floors in the facility.

2. Responsibilities

- **Cleaning Staff:** Perform sweeping, mopping, and spill management as per procedure.
- **Supervisors:** Ensure staff are trained and compliance is maintained.
- **All Staff:** Report spills immediately.

3. Required Materials & Equipment

- Broom, dustpan
- Wet mop, bucket, mop wringer
- Floor cleaning solution (check surface compatibility)
- Absorbent material for spill containment
- Personal Protective Equipment (PPE) (e.g., gloves)
- Wet floor signs
- Waste disposal bags

4. Procedures

4.1 Floor Sweeping

1. Put on appropriate PPE (gloves, closed-toe shoes).
2. Remove obstacles and ensure area is safe.
3. Use dry broom to sweep debris into a dustpan. Start from farthest corner, sweeping towards exit.
4. Dispose of debris in designated waste bags.
5. Inspect floor for any remaining dirt or debris.

4.2 Floor Mopping

1. Prepare cleaning solution as per manufacturer's instructions; ensure solution suitability for floor type.
2. Place wet floor signs at visible entry points.
3. Dip mop in cleaning solution, wring excess liquid to avoid over-wetting.
4. Mop in sections, using a figure-eight or "S" pattern; rinse and wring the mop frequently.
5. Allow the floor to air dry completely before removing wet floor signs.

4.3 Spill Management

1. Immediately assess the spill for volume and hazard (chemical/biological contamination).
2. Block off affected area with wet floor signs.
3. Wear appropriate PPE.
4. For non-hazardous spills:
 - Absorb liquid with towels or absorbent material.
 - Clean area with mop and approved cleaning solution.
5. For hazardous spills:
 - Follow facility's hazardous spill response protocol.
 - Notify supervisor or EHS representative.
6. Dispose of cleaning materials as per waste disposal guidelines.
7. Inspect area for safety before removing signage.

5. Precautions & Safety Tips

- Always wear gloves and appropriate footwear during cleaning.
- Do not leave wet floors unattended without signage.
- Keep cleaning chemicals labeled and stored safely.
- Report and record all spills and incidents.

6. Training & Review

- All cleaning staff must undergo training on this SOP.
- Review SOP annually or when procedures/equipment change.

7. Reference Table: Cleaning Frequency

Area	Sweeping	Mopping	Spill Response
Main hallways	2x daily	1x daily	Immediately
Restrooms	1x daily	2x daily	Immediately
Break rooms	1x daily	1x daily	Immediately
Entrances	2x daily	1x daily	Immediately

8. Revision History

Date	Version	Description
2024-06-10	1.0	Initial release