

# SOP Template: Floor Sweeping, Mopping, and Vacuuming Steps

This SOP details the **floor sweeping, mopping, and vacuuming steps** necessary to maintain clean and safe floor surfaces. It includes preparation guidelines, proper techniques for sweeping to remove debris, effective mopping procedures to sanitize and prevent slippery conditions, and vacuuming methods to ensure thorough cleaning of carpets and hard-to-reach areas. The purpose is to promote hygiene, prevent accidents, and enhance the overall appearance of the facility.

## 1. Preparation

- Assemble necessary equipment: broom, dustpan, mop and bucket, vacuum cleaner (with appropriate attachments), cleaning solution.
- Inspect equipment for cleanliness and functionality.
- Put on required personal protective equipment (PPE), such as gloves and slip-resistant shoes.
- Post appropriate signage (e.g., "Wet Floor") if necessary.
- Remove obstacles (chairs, rugs, cords) from the cleaning area.
- Ensure proper ventilation in the workspace.

## 2. Sweeping Steps (for hard floors)

1. Start at one corner of the room, working toward the exit to avoid stepping on cleaned areas.
2. Hold the broom at a comfortable angle and use smooth, overlapping strokes to gather debris.
3. Periodically sweep debris into small piles.
4. Collect debris using a dustpan and dispose of it in the designated trash receptacle.
5. Inspect the area for remaining debris, repeating if necessary.

## 3. Mopping Steps (for hard floors)

1. Fill mop bucket with appropriate amount of water and cleaning solution as per manufacturer's instructions.
2. Dampen mop; wring out excess liquid to avoid over-saturating the floor.
3. Mop in sections, using a figure-eight or "S" motion for full coverage.
4. Rinse mop and refresh the solution as needed, especially if water becomes dirty.
5. Allow the floor to air dry completely; avoid walking on wet areas.
6. Remove "Wet Floor" signage once dry and safe to walk on.

## 4. Vacuuming Steps (for carpets and rugs)

1. Plug in and check vacuum cleaner; use appropriate attachment for floor type.
2. Begin at the farthest corner, vacuuming in straight, overlapping rows.
3. Move furniture as needed to reach all areas, including edges and corners.
4. For hard floors, use vacuum settings/attachments designed for non-carpeted surfaces.
5. Inspect for missed debris and re-vacuum if necessary.
6. Empty or replace vacuum bag/container as recommended.

## 5. Final Steps

- Return furniture, rugs, and objects to their original positions.
- Clean and store all equipment properly.

- Remove PPE and wash hands thoroughly.
- Report any maintenance or supply issues to supervisor.

## **6. Safety Considerations**

- Always use caution signs when floors are wet or slippery.
- Use cleaning products as directed to prevent hazards.
- Wear PPE to protect from slips and contact with cleaning chemicals.