

SOP Template: Pre-cleaning Preparation and Safety Checks

This SOP describes the essential steps for **pre-cleaning preparation and safety checks**, including assessing the cleaning area, gathering necessary cleaning supplies, inspecting equipment for damage, verifying personal protective equipment (PPE), and ensuring proper ventilation. The goal is to promote a safe and efficient cleaning process by identifying and mitigating potential hazards before starting any cleaning activities.

Scope

This Standard Operating Procedure (SOP) applies to all personnel responsible for cleaning operations in [Facility/Area/Department Name].

Responsibilities

- All cleaning staff must strictly follow the steps outlined in this SOP.
- Supervisors are responsible for ensuring compliance and providing necessary training.

Required Materials & Equipment

- Appropriate cleaning supplies for the task
- Personal Protective Equipment (PPE): gloves, masks, goggles, etc.
- Cleaning equipment (e.g., vacuum, mop, buckets, etc.)
- Inspection checklist

Procedure

- 1. Assess the Cleaning Area**
 - Visually inspect the area to identify potential hazards (e.g., wet floors, sharp objects, electrical issues).
 - Remove any obstacles that may impede safe cleaning.
- 2. Gather Necessary Cleaning Supplies**
 - Refer to the cleaning checklist to determine required materials and equipment for the specific area or task.
 - Ensure all containers are properly labeled.
- 3. Inspect Equipment for Damage**
 - Check all cleaning tools and equipment for visible damage or malfunction.
 - Report and set aside any defective equipment for repair or replacement.
- 4. Verify Use of Personal Protective Equipment (PPE)**
 - Confirm that the appropriate PPE is available and worn properly by all cleaning staff.
 - Replace any damaged or contaminated PPE as needed.
- 5. Ensure Proper Ventilation**
 - Open windows or operate exhaust systems where required to provide adequate ventilation during cleaning activities.
 - Be aware of ventilation requirements for specific chemicals used.

Documentation

- Complete and maintain a pre-cleaning safety checklist for each cleaning session.
- Report all hazards and equipment issues to the supervisor immediately.

Note: Begin cleaning activities only after all preparation and safety checks have been completed.