

Standard Operating Procedure (SOP): Appliance Cleaning and Maintenance Schedule

This SOP details the **appliance cleaning and maintenance schedule**, covering routine cleaning procedures, maintenance frequency, safety precautions, and documentation requirements. Its purpose is to ensure all appliances are kept in optimal condition, prolonging their lifespan, improving efficiency, and minimizing the risk of breakdowns or hazards through consistent and systematic upkeep.

1. Scope

This SOP applies to all staff responsible for the cleaning and maintenance of appliances including, but not limited to, refrigerators, ovens, microwaves, dishwashers, and coffee machines within the facility.

2. Responsibilities

- Staff: Carry out cleaning and maintenance as scheduled and report any issues.
- Supervisor: Ensure compliance with this SOP, review logs, and arrange for repairs as needed.
- Maintenance Personnel: Conduct in-depth servicing and repairs based on scheduled maintenance or as issues arise.

3. Safety Precautions

1. Always disconnect the appliance from the power source before cleaning or servicing.
2. Wear appropriate PPE (gloves, masks, etc.) as required.
3. Use only approved cleaning agents and follow manufacturer recommendations.
4. Report any faults or hazards immediately to the supervisor.

4. Cleaning and Maintenance Schedule

Appliance	Routine Cleaning	Maintenance Frequency	Special Instructions
Refrigerator	Wipe shelves, clean seals, empty drip tray	Weekly (cleaning), Biannually (maintenance)	Defrost as needed. Inspect for spoiled items.
Oven	Clean interior, racks, door glass after spills	Monthly (deep clean), Annually (service)	Check heating elements for damage.
Microwave	Wipe interior and exterior, clean turntable	Weekly (cleaning), Annually (inspection)	Avoid harsh abrasives; ensure vents are clear.
Dishwasher	Clean filters, wipe door seals	Monthly (cleaning), Annually (service)	Run empty cycle with cleaner monthly.
Coffee Machine	Clean carafe, water tank, descale as needed	Daily (cleaning), Quarterly (descale)	Check for residue or mold.

5. Procedures

1. Review the appliance manual for specific cleaning and maintenance guidelines.
2. Disconnect the appliance from any power source before beginning work.
3. Perform cleaning as per the schedule and the table above.
4. Inspect the appliance for wear, damage, or unusual operation; note any findings.
5. For maintenance tasks beyond routine cleaning (e.g., filter replacement, descaling, interior inspections), follow manufacturer instructions or arrange for qualified maintenance staff.
6. Reconnect the appliance and verify proper operation.

6. Documentation and Record Keeping

- Complete the **Cleaning & Maintenance Log** after each task.
- Record the date, appliance, tasks performed, condition, name/signature of responsible staff.
- Submit completed logs to supervisor for review and filing.

7. Revision & Review

- This SOP will be reviewed annually or when appliances are added/removed.
- Staff feedback to be considered for continuous improvement.