

# SOP: Cleaning and Housekeeping of Maintenance Areas

## 1. Purpose

This SOP details the **cleaning and housekeeping of maintenance areas**, focusing on maintaining a safe, organized, and efficient workspace. It covers the proper disposal of waste, routine cleaning schedules, equipment maintenance, spill management, and ensuring clear access to emergency exits and tools. The goal is to prevent accidents, reduce contamination risks, and promote a productive maintenance environment by adhering to systematic cleaning and housekeeping practices.

## 2. Scope

This SOP applies to all personnel and contractors working within maintenance areas, including storage, workshops, and repair facilities.

## 3. Responsibility

- **Maintenance Staff:** Responsible for following cleaning schedules and housekeeping guidelines.
- **Supervisors:** Responsible for monitoring compliance and addressing issues.
- **Housekeeping Personnel:** To perform deep cleaning and waste removal as assigned.

## 4. Procedure

### 1. Routine Cleaning Schedule:

- Daily: Sweep and mop floors, wipe surfaces, remove visible debris.
- Weekly: Clean equipment exteriors, empty and clean bins, dust shelves and storage areas.
- Monthly: Deep clean floors, inspect and clean hard-to-access areas.

### 2. Waste Disposal:

- Segregate waste into appropriate labeled containers (general, hazardous, recyclable).
- Empty waste bins daily or when three-quarters full.
- Ensure proper documentation and disposal of hazardous waste as per company and regulatory guidelines.

### 3. Equipment Maintenance:

- Immediately clean tools and equipment after use.
- Store all equipment in designated locations.
- Regularly check for oil leaks or residue and clean promptly.

### 4. Spill Management:

- Clean spills immediately using appropriate absorbent materials.
- Dispose of contaminated materials as hazardous waste if applicable.
- Report large or hazardous spills to supervision.

### 5. Clear Access:

- Keep emergency exits, eye-wash stations, fire extinguishers, and pathways free from obstruction at all times.
- Ensure tools and materials are not stored in aisles or in front of safety equipment.

## 5. Related Documents

- SOP for Hazardous Waste Disposal
- Maintenance Equipment Logbook
- Emergency Response Plan

## 6. Revision History

Version	Date	Description	Approved By
1.0	2024-06-10	Initial creation	Maintenance Manager