SOP: Proper Procedures for Sweeping, Mopping, and Vacuuming Floors

This SOP details the **proper procedures for sweeping, mopping, and vacuuming floors**, ensuring safe and effective cleaning practices. It covers step-by-step instructions for floor preparation, the use of appropriate cleaning tools and solutions, techniques for sweeping and dust removal, correct mopping methods to prevent slipping hazards, and vacuuming procedures for various floor types. The aim is to maintain clean, safe, and hygienic floor surfaces in all areas while optimizing cleaning efficiency and minimizing the risk of damage or injury.

1. Purpose

To establish and maintain safe, clean, and hygienic floor surfaces through proper sweeping, mopping, and vacuuming procedures.

2. Scope

This SOP applies to all cleaning staff responsible for the maintenance of hard floor and carpeted surfaces in the facility.

3. Responsibilities

- Follow all instructions in this SOP.
- Wear appropriate Personal Protective Equipment (PPE).
- Report any damaged equipment or hazards to the supervisor immediately.

4. Required Materials and Equipment

- Broom (soft/hard bristled, as appropriate)
- Dustpan
- Mop (wet/dry, microfiber or string mop)
- Bucket with wringer
- Approved floor cleaning solution
- Vacuum cleaner (upright/canister/carpet/hard floor attachment)
- Wet floor signage
- Disposable gloves (if required)

5. Procedures

5.1 General Floor Preparation

1. Put on appropriate PPE.
2. Place wet floor signs to warn of cleaning in progress where necessary.
3. Remove obstacles such as furniture or rugs if possible.
4. Check for any spills or sticky substances and pre-treat as needed.

5.2 Sweeping and Dust Removal

1. Choose the appropriate broom for the floor type (soft for smooth floors, hard for rough surfaces).
2. Start from the farthest point of the area and work toward the exit.
3. Use steady, short strokes to collect dust and debris into a pile.
4. Gather debris with a dustpan and dispose of in designated waste bins.
5. Repeat if necessary to ensure area is free of loose dirt/dust.

5.3 Mopping Floors

1. Fill mop bucket with water and approved cleaning solution per manufacturer instructions.
2. Dip mop, wring out excess liquid to avoid over-wetting the floor.
3. Mop small sections at a time, using a figure-eight motion for maximum coverage.
4. Rinse mop frequently and change water when dirty.
5. Pay extra attention to corners and edges where dirt accumulates.
6. Allow floor to air dry; do not remove "Wet Floor" sign until floor is no longer slippery.

5.4 Vacuuming Procedures

1. Select correct vacuum and attachment for the floor type (use hard-floor or carpet attachment as needed).
2. Check vacuum cleaner bag or canister and empty if full.
3. Start in the farthest corner and work methodically toward the room exit.
4. Overlap passes to ensure full coverage.
5. Pay particular attention to high-traffic areas and under furniture.
6. Check for and remove obstructions from vacuum head regularly.
7. When finished, unplug and coil the cord, and empty or clean filters and dust compartments.

6. Safety and Precautions

- Always display "Wet Floor" signs when floors are damp or wet.
- Do not mix cleaning chemicals unless directed by manufacturer.
- Use caution to prevent slips and falls.
- Do not use excessive water on wood or laminate floors.

7. Documentation

- Record completion of cleaning tasks according to facility protocol.
- Report any damages or facility issues discovered during cleaning.

8. Revision & Approval

Revision Date	Change Description	Approved By
2024-06-17	Initial SOP release	Facilities Manager