

SOP: Inspect Premises for Cleanliness and Hazards

This SOP details the procedures to **inspect premises for cleanliness and hazards**, emphasizing the importance of regular inspections to identify potential safety risks and maintenance issues. It outlines the steps for thorough examination of all areas, immediate reporting, and prompt resolution of any cleanliness or hazard concerns to maintain a safe and healthy environment for all occupants and visitors.

1. Purpose

To establish a systematic approach for inspecting premises to ensure cleanliness and to promptly identify and address hazards.

2. Scope

This procedure applies to all personnel responsible for the maintenance, safety, and cleanliness of the premises.

3. Responsibilities

- **Inspectors:** Conduct regular and ad-hoc inspections as scheduled or required.
- **Supervisors/Managers:** Oversee inspection processes and ensure issues are addressed in a timely manner.
- **Maintenance/Cleaning Staff:** Act on reported issues to resolve hazards and cleanliness concerns immediately.

4. Procedure

1. **Preparation:**
 - Obtain inspection checklist and necessary personal protective equipment (PPE).
 - Review any previous inspection reports for recurring issues.
2. **Inspection Process:**
 - Thoroughly examine all areas, including entrance/exits, offices, restrooms, storage, and public/common spaces.
 - Check for cleanliness: dust, debris, spills, and general tidiness.
 - Identify hazards: wet floors, loose wires, faulty equipment, poorly lit areas, obstructions, and structural damages.
3. **Immediate Action:**
 - **Address any immediate hazards or cleanliness concerns on the spot if possible.**
 - If not possible, clearly mark the area and restrict access if necessary.
4. **Reporting:**
 - Document all findings in the inspection log or digital platform.
 - Report unresolved issues directly to the supervisor or responsible department.
5. **Resolution & Follow-Up:**
 - Ensure all reported issues are resolved promptly.
 - Re-inspect previously flagged areas to verify compliance and resolution.

5. Documentation

- Use standardized checklists for each inspection.
- Maintain records of all inspections, actions taken, and follow-up outcomes for audit and review purposes.

6. Review

This SOP should be reviewed annually or following any significant changes to facility usage or safety standards.

7. References

- Health and Safety Regulations
- Company Cleaning and Maintenance Policies