

# Standard Operating Procedure (SOP)

## Equipment Cleaning and Storage After Use

This SOP details the procedures for **equipment cleaning and storage after use**, emphasizing proper cleaning techniques, inspection for damage, drying methods, and appropriate storage practices to maintain equipment functionality and longevity. The objective is to ensure all equipment is cleaned thoroughly, inspected for any issues, and stored in a safe, organized manner to prevent damage, contamination, and ensure readiness for the next use.

### 1. Scope

This SOP applies to all personnel responsible for the use, cleaning, inspection, and storage of equipment in this facility.

### 2. Responsibilities

- **Users:** Clean, inspect, and store equipment after use as per this SOP.
- **Supervisors:** Ensure compliance and provide necessary training.
- **Maintenance Personnel:** Address and repair any identified equipment damages.

### 3. Materials and Equipment Needed

- Approved cleaning agents and disinfectants
- Clean water supply
- Cleaning cloths, brushes, or sponges
- Personal Protective Equipment (PPE) as required
- Designated drying racks/area
- Inspection checklist
- Proper storage containers/areas

### 4. Procedure

#### 1. Preparation

- Wear appropriate PPE (e.g., gloves, goggles, aprons).
- Remove any debris or loose material from equipment.

#### 2. Cleaning

- Wash equipment thoroughly with approved cleaning agent and water.
- Use brushes or sponges to clean hard-to-reach areas.
- Rinse thoroughly to remove any residue.

#### 3. Disinfection (if required)

- Apply disinfectant according to manufacturer's instructions.
- Allow adequate contact time for effective disinfection.
- Rinse with clean water if necessary.

#### 4. Inspection

- Inspect equipment for signs of damage, wear, or malfunction.
- Record observations on the inspection checklist.
- Report any defects to maintenance personnel immediately.

#### 5. Drying

- Allow equipment to air dry completely on designated racks or areas.
- Do not use towels or cloths that may leave lint or residue.

#### 6. Storage

- Place dry, clean equipment in its designated storage area.
- Ensure all items are organized and easily accessible for the next use.
- Store equipment to prevent physical damage, contamination, or loss.

#### 7. Documentation

- Complete all cleaning, inspection, and storage records as required.

## 5. Documentation and Records

Record	Responsible	Retention Period
Cleaning Log	Equipment User	1 year
Inspection Checklist	Equipment User/Supervisor	1 year
Maintenance Report	Maintenance Personnel	As per policy

## 6. References

- Manufacturer's cleaning and maintenance instructions
- Facility Safety Manual
- Relevant regulatory guidelines

## 7. Revision History

Version	Date	Description	Author
1.0	2024-06-10	Initial Issue	SOP Team

**Note:** This SOP should be reviewed annually or after any significant changes to equipment or cleaning protocols.