

Standard Operating Procedure (SOP)

Floor Care, Vacuuming, Mopping, and Carpet Cleaning Procedures

This SOP provides detailed **floor care, vacuuming, mopping, and carpet cleaning procedures** to maintain cleanliness and hygiene in indoor environments. It includes guidelines on selecting the appropriate cleaning equipment and products, techniques for effective vacuuming to remove dust and debris, mopping methods for various floor types to ensure thorough cleaning and prevent damage, and best practices for carpet cleaning to extend carpet life and improve indoor air quality. The aim is to standardize cleaning processes, enhance facility appearance, and promote a safe and healthy environment.

1. Purpose

To ensure standardized procedures for floor care, including vacuuming, mopping, and carpet cleaning, promoting hygiene, workplace safety, and prolonging the lifespan of flooring materials.

2. Scope

This SOP applies to all facility cleaning staff and covers common floor types: hard flooring (vinyl, tile, wood), and carpeting in all indoor areas.

3. Responsibilities

- Cleaning staff: Follow procedures and use appropriate equipment and products.
- Supervisors: Ensure compliance, provide training, and inspect for quality assurance.

4. Procedures

A. Equipment & Products Selection

- Vacuum cleaner with appropriate attachments (Upright for carpets, canister for hard floors)
- Microfiber mops and mop buckets (wet/dry as per floor type)
- Approved cleaning solutions for each floor type
- Carpet extractor/cleaning machine
- Personal Protective Equipment (gloves and masks)

B. Vacuuming Procedure

1. Inspect area, remove large debris by hand.
2. Check vacuum bag/canister and filter; empty and clean as needed.
3. Vacuum starting from farthest corner, moving methodically toward exit.
4. Use slow, overlapping strokes to maximize dirt removal.
5. Use attachments for edges, corners, and under furniture.
6. Report any stains or flooring damage immediately.

C. Mopping Procedure

1. Prepare cleaning solution according to manufacturer's instructions.
2. Sweep or vacuum floor to remove loose debris.
3. Dampen mop and wring out excess liquid to prevent oversaturation.
4. Begin at farthest point, using a figure-eight or "S" motion toward exit.
5. Change mop water as it becomes dirty.
6. Allow floor to air dry before reopening area to traffic.
7. For specialty floors (wood, stone), use only recommended products and minimal moisture.

D. Carpet Cleaning Procedure

1. Vacuum thoroughly before wet cleaning.
2. Treat spots and stains with approved pre-treatment.
3. Use carpet extractor following manufacturer's guidelines.
4. Work in small sections, overlapping slightly with each pass.
5. Allow carpet to dry completely before use-use fans or ventilation if needed.
6. Return furniture only when carpet is completely dry.

5. Safety and Best Practices

- Wear required PPE.
- Never mix chemicals.
- Mark wet floors with caution signs.
- Check equipment regularly for safe operation.
- Report any issues or hazards promptly to supervisor.

6. Documentation and Quality Assurance

- Complete cleaning logs after each procedure.
- Supervisors to perform regular inspections.
- Note any incidents, deficiencies, or maintenance needs.

7. References

- Manufacturer instructions for all cleaning equipment and products.
- Facility Health and Safety Guidelines.