

# SOP Template: Preparation and Gathering of Cleaning Supplies and PPE

This SOP details the **preparation and gathering of cleaning supplies and PPE**, emphasizing the importance of selecting appropriate personal protective equipment and cleaning materials, organizing them efficiently for effective use, and ensuring all items are inspected and ready prior to cleaning operations. This process is crucial for maintaining workplace hygiene, safety standards, and protecting workers from potential hazards during cleaning tasks.

## 1. Purpose

To outline a standardized process for the efficient and safe preparation and gathering of cleaning supplies and personal protective equipment (PPE) prior to cleaning activities.

## 2. Scope

This SOP applies to all personnel involved in cleaning operations within the facility.

## 3. Responsibilities

- **Supervisors:** Ensure staff are trained and supplies are available and maintained.
- **Cleaning Staff:** Gather, inspect, and organize all supplies and PPE prior to commencement of cleaning duties.

## 4. Required Supplies and PPE

Item	Purpose
Disposable gloves	Hand protection from chemicals and contaminants
Face masks/respirators	Protection from airborne particles and chemical fumes
Protective eyewear/goggles	Shield eyes from splashes and debris
Aprons or coveralls	Body protection from chemicals and dirt
Disinfectants/cleaning agents	Sanitize and clean surfaces per workplace requirements
Microfiber cloths, brushes, mops, and buckets	Manual cleaning of different surfaces
Waste bags and containers	Proper disposal of cleaning waste

## 5. Procedure

1. **Review Cleaning Assignment:**
  - Consult cleaning schedule/tasks to determine required supplies and PPE.
2. **Select Appropriate PPE:**
  - Choose gloves, masks, goggles, and attire based on cleaning chemicals and environment.
3. **Gather Cleaning Supplies:**
  - Collect necessary supplies, materials, and equipment as per cleaning route or checklist.
4. **Inspect Supplies and PPE:**
  - Check for damage, expiration dates, cleanliness, and suitability for task.
  - Replace defective or expired items immediately.
5. **Organize Supplies:**
  - Arrange supplies and PPE on cleaning cart/trolley for easy access during cleaning.
6. **Confirm Readiness:**
  - Ensure all necessary items are present and ready to use before starting any cleaning operation.

## 6. Documentation

- Complete supply and PPE checklist before each cleaning shift.
- Report and log any missing, defective, or expired items.

## 7. Safety Notes

- Always wash hands before and after PPE use.
- Use chemicals strictly as per manufacturer's instructions and safety data sheets (SDS).
- Replace disposable PPE after each use to prevent cross-contamination.

## 8. Revision History

Version	Date	Description	Author
1.0	2024-06-15	Initial SOP document	[Your Name/Position]