

SOP Template: Pre-cleaning Inspection and Preparation Checklist

This SOP details the **pre-cleaning inspection and preparation checklist**, covering the thorough assessment of equipment and surfaces before cleaning, identification of potential hazards, verification of cleaning tools and supplies, and proper safety precautions. The objective is to ensure an efficient, safe, and effective cleaning process by systematically preparing the environment and personnel prior to cleaning activities.

1. Purpose

To outline a standardized procedure for pre-cleaning inspection and preparation to facilitate safe, efficient, and effective cleaning operations.

2. Scope

This SOP applies to all personnel and areas where cleaning activities will be conducted.

3. Responsibilities

- All cleaning personnel are responsible for following this checklist prior to commencing cleaning activities.
- Supervisors are responsible for ensuring compliance with the checklist.

4. Pre-cleaning Inspection and Preparation Checklist

Step	Description	Completed (âœ”/âœ–)	Remarks
1	Review cleaning schedule and designated area(s) for cleaning		
2	Visually inspect all equipment and surfaces to identify visible dirt, residues, or damage		
3	Check for and document any potential hazards (e.g., chemical spills, sharp objects, electric outlets, slip/trip hazards)		
4	Ensure that all non-essential and sensitive items are covered, relocated, or protected		
5	Gather and verify all required cleaning materials, tools, and supplies are available and in good condition		
6	Check that Personal Protective Equipment (PPE) is appropriate, available, and worn correctly		
7	Ensure adequate ventilation in the cleaning area		
8	Verify signage/barriers are in place to restrict unauthorized access		
9	Confirm emergency procedures are understood and emergency exits/access are unobstructed		
10	Record any findings/issues and report to supervisor before proceeding		

5. Safety Precautions

- Always wear appropriate PPE (e.g., gloves, goggles, masks, protective clothing).
- Be aware of the location of safety data sheets (SDS) for chemicals in use.
- Ensure clear, unobstructed access to emergency exits and equipment.
- Immediately report hazards or unsafe conditions to a supervisor.

6. Documentation

- Complete and file the pre-cleaning inspection checklist prior to initiating cleaning.
- Record any anomalies, corrective actions taken, and report unresolved issues to the supervising authority.

7. Revision History

Version	Date	Description of Change	Approved By
1.0		Initial SOP Creation	