

# Standard Operating Procedure (SOP)

## Preparation and Organization of Cleaning Supplies and Equipment

This SOP details the **preparation and organization of cleaning supplies and equipment**, including the selection of appropriate cleaning materials, proper storage methods, inventory management, inspection of equipment condition, and efficient arrangement to facilitate easy access and usage. The goal is to ensure cleanliness standards are met while promoting safety, preventing contamination, and enhancing operational efficiency.

### 1. Purpose

To outline the procedures required for the selection, organization, preparation, and maintenance of cleaning supplies and equipment to ensure safe, efficient, and consistent cleaning operations.

### 2. Scope

This SOP applies to all personnel responsible for cleaning and sanitation within the facility.

### 3. Responsibilities

- Cleaning staff: Follow procedures for preparation and organization of supplies and equipment.
- Supervisors/Managers: Oversee implementation and compliance with this SOP, conduct periodic inspections.

### 4. Procedure

#### 4.1 Selection of Cleaning Supplies

- Identify appropriate cleaning agents and equipment based on the area, surface type, and cleaning requirements.
- Ensure all chemicals are approved for intended use and have current Safety Data Sheets (SDS) available.
- Use color-coded cleaning tools to prevent cross-contamination.

#### 4.2 Preparation of Cleaning Supplies

- Check expiry dates and integrity of chemical containers before use.
- Mix cleaning solutions according to manufacturer's instructions and label containers clearly.
- Prepare all necessary equipment (mops, brooms, vacuum cleaners) before beginning cleaning tasks.

#### 4.3 Storage and Organization

- Store supplies in designated, secure, and well-ventilated areas.
- Keep chemicals in original containers, away from food and other consumables.
- Organize tools and materials neatly on shelves or in storage carts for easy access and to prevent clutter.
- Store frequently used items at eye level; heavier items on lower shelves.

#### 4.4 Inventory Management

- Maintain an up-to-date inventory of cleaning supplies and equipment.
- Regularly check stock levels and reorder supplies before they run out.
- Record new stock receipts and usage in inventory logs.

#### 4.5 Inspection and Maintenance

- Inspect all equipment prior to use for functionality and safety.
- Clean and disinfect reusable equipment after each use.
- Report damaged or faulty equipment to the supervisor for replacement or repair.

#### 4.6 Arrangement for Efficiency

- Arrange commonly used items at the front or most accessible areas of storage.
- Separate and label equipment by cleaning area (e.g., restroom, kitchen, general areas).

- Use portable caddies or carts for transporting supplies efficiently to cleaning sites.

## **5. Safety and Compliance**

- Wear appropriate personal protective equipment (PPE) when handling cleaning chemicals.
- Follow all safety instructions on chemical labels and SDS sheets.
- Ensure emergency contact numbers and first aid materials are accessible in storage areas.

## **6. Documentation**

- Maintain records of inventory checks, equipment inspections, and any incidents or maintenance activities.
- Keep SOPs and safety datasheets accessible in the cleaning storage area.

## **7. Review**

This SOP shall be reviewed annually, or as needed, to ensure ongoing suitability and compliance.