

# SOP: Lubrication, Cleaning, and Housekeeping Procedures

This SOP details the **lubrication, cleaning, and housekeeping procedures** necessary to maintain equipment efficiency, ensure a safe working environment, and prolong the lifespan of machinery. It covers scheduled lubrication of moving parts, proper cleaning techniques to prevent contamination and buildup, waste disposal methods, and routine housekeeping practices to keep work areas organized, safe, and compliant with health and safety standards.

## 1. Purpose

To ensure consistent maintenance of equipment, minimize downtime, and create a safe, efficient, and compliant workplace.

## 2. Scope

This procedure applies to all equipment, tools, and workspaces within the facility that require lubrication, cleaning, or housekeeping.

## 3. Responsibilities

- **Operators:** Perform assigned lubrication and cleaning tasks; report issues or irregularities.
- **Maintenance Team:** Schedule and oversee lubrication routines; address maintenance needs.
- **Supervisors:** Ensure SOP compliance; provide necessary training and resources.

## 4. Procedure

### 4.1 Lubrication

1. Refer to manufacturer's manual for lubrication schedules and approved lubricants.
2. Ensure the equipment is powered down and locked out/tagged out prior to lubrication.
3. Clean lubrication points before applying lubricants to avoid contamination.
4. Apply lubricant in the specified amount and method (manual/automatic greaser).
5. Record lubrication activities in the maintenance log.

### 4.2 Cleaning

1. Wear appropriate PPE (gloves, goggles, masks) as required.
2. Remove debris and dust from equipment surfaces with approved cleaning materials.
3. Avoid the use of harsh chemicals that may corrode equipment or surfaces.
4. Use designated cleaning tools for different areas (color-coded if applicable).
5. Inspect equipment after cleaning for residue, buildup, or damage.

### 4.3 Waste Disposal

1. Collect waste, used lubricants, rags, and cleaning materials in designated bins.
2. Segregate hazardous and non-hazardous waste as per facility guidelines.
3. Dispose of waste material according to local regulations and facility policy.

### 4.4 Housekeeping

1. Keep walkways, aisles, and emergency exits clear at all times.
2. Return all tools and materials to their designated storage areas after use.
3. Regularly sweep and mop floors to prevent slips and falls.
4. Check for and report hazards such as spills, leaks, or damaged equipment immediately.

## 5. Documentation

- Complete lubrication, cleaning, and waste disposal records as required.
- Report all inconsistencies, maintenance needs, or incidents to a supervisor.

## 6. Frequency

Task	Frequency
Lubrication of Equipment	Per manufacturer's schedule or maintenance plan
Cleaning of Equipment	Daily or after use
Housekeeping	Continuous and at end of shift
Waste Disposal	As needed and at least once daily

## 7. Health & Safety

- Always follow safety instructions and wear required PPE.
- Do not bypass lockout/tagout procedures during maintenance.
- Use caution when handling chemicals and lubricants.

## 8. Revision History

Version	Date	Description	Author
1.0	2024-06-09	Initial draft	[Your Name]