

SOP Template: Standard Procedures for Dusting, Sweeping, and Vacuuming

This SOP details the **standard procedures for dusting, sweeping, and vacuuming**, including effective techniques for removing dust and debris, selecting appropriate cleaning tools and equipment, safety precautions to avoid respiratory issues, proper waste disposal methods, and maintaining cleanliness standards in various environments. The goal is to ensure a hygienic and safe environment by implementing consistent and thorough cleaning practices.

1. Scope

This SOP applies to all personnel responsible for maintaining cleanliness in assigned areas within the facility, including offices, corridors, public areas, and specialized environments (e.g., laboratories, kitchens).

2. Responsibilities

- **Cleaning Staff:** Execute cleaning activities following this SOP.
- **Supervisors:** Monitor compliance and provide necessary training and PPE.
- **All Personnel:** Report hazards and follow safety guidelines during cleaning operations.

3. Required Equipment and Materials

- Microfiber cloths, dusters, dusting wands
- Brooms (soft/hard bristle as appropriate)
- Dustpans
- HEPA-filtered vacuum cleaners
- Trash bags and receptacles
- Personal protective equipment (masks, gloves, eye protection)
- Protective aprons (if required)

4. Procedures

4.1 Dusting

- Wear appropriate PPE (mask, gloves) to avoid inhalation/exposure to dust.
- Work from top to bottom (high surfaces to low surfaces) to avoid re-contamination of cleaned areas.
- Use a damp microfiber cloth or electrostatic duster for effective dust capture; avoid feather dusters that spread dust.
- Dust all exposed surfaces: shelves, ledges, electronics, vents, light fixtures, and furniture.
- For electronics, use a dry cloth or specialized cleaner as appropriate.
- Dispose of collected dust/debris in a sealed bag or waste container.

4.2 Sweeping

- Clear large debris by hand (gloved) before sweeping.
- Use a broom appropriate for the floor type (soft bristles for smooth floors, hard bristles for rough surfaces).
- Sweep in one direction, forming small manageable piles.
- Collect debris into a dustpan and transfer to a waste receptacle.
- Inspect corners and under furniture for remaining debris.

4.3 Vacuuming

- Check and empty the vacuum cleaner's bag/canister before use.
- Use HEPA-filtered vacuums where possible to reduce airborne dust.
- Select appropriate attachments for carpets, hard floors, upholstery, and corners.
- Move furniture as needed to access all areas.
- Vacuum in overlapping, slow passes to ensure thorough soil removal.
- After use, empty and clean the vacuum canister and filters as per manufacturer's instructions.

5. Safety Precautions

- Always wear a dust mask or respirator while dusting or sweeping to avoid inhaling fine particles.

- Wear gloves and eye protection to prevent skin and eye irritation.
- Use only approved cleaning agents and avoid mixing chemicals.
- Report any hazardous materials or spills to supervisors immediately.

6. Waste Disposal

- Place dust, debris, and vacuum waste in heavy-duty bags and tie securely.
- Dispose of waste according to facility protocols and local regulations.
- Wash hands thoroughly after handling waste or cleaning equipment.

7. Cleanliness Standards & Frequency

Area	Task	Frequency
Offices & Workspaces	Dusting, sweeping, vacuuming	Daily/As needed
Public Areas	Dusting & debris removal	Twice daily/More often if required
Specialized Environments (Labs, Kitchens)	Detailed dusting, vacuuming	After each shift/As per regulations

8. Documentation

- Complete cleaning checklists after each shift.
- Report issues or hazards encountered during cleaning.
- Log maintenance of equipment (vacuum filter replacement, repairs, etc.).

9. Revision & Review

- This SOP will be reviewed annually or after significant procedural changes.
- Feedback should be submitted to the supervisor for continuous improvement.