

## Standard Operating Procedure for Keeping Pristine of the Premises

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Whether it is manufacturing facility or commercial office, Health and welfare of the premises is statutorily mandatory. Besides, it is more sensitive and significant after the Pandemic, to keep the workplace pristine.

In this blog, I have shared SOP of cleaning of (a) Workplace, (b) Washroom and (c) Pantry, the three most delicate areas, where the movement of individuals & articles are significantly more in an Organization.

### **Workplace cleaning**

#### **i. Daily activity**

- » Cleaning-up of areas starts from the main entrance of the premises.
- » Areas, which are more visible, namely the main entrance area, the reception area and the lift lobby areas are to be thoroughly cleaned, at least once before start of working hours and kept clean throughout the day as an ongoing process.
- » Dusting with appropriate outfits, of all workstations/workplaces, walkways, machineries, cabins, conference room, visitor's room, chairs, sideboards, filing cabinets and computers.
- » Sweeping (broomstick/easy mop) shall be immediately done after dusting. Wet mop needs to be completed once the sweeping is done in work areas and pantry.
- » The above needs to be repeated once the office hour / shift ends.
- » Before the office / shift starts, litters and garbage shall be collected from all areas.
- » Stains in the floor (ordinary, wood, carpet), walls, etc. shall be promptly removed at the earliest, to prevent it from becoming permanent.
- » Daily cleaning includes Glass panes, doors, partitions and wall panels.
- » Give a report for any damaged or broken electrical fixtures, plumbing fixtures, furniture, and upholstery items.
- » Removable doormats are dusted and cleaned before sweeping. Other doormats and carpets will be brushed clean daily.
- » Ashtrays, if any, will be emptied of cigarette butts at intervals.
- » Collected garbage from office, pantry, wash room, shall be segregated and deposited in the respective common dustbin of the local administration

## **ii. Weekly cleaning**

- » Floors – ordinary or granites or carpets tops – scrubbing of floors or carpets with mechanized equipment
- » Metal surfaces to be polished
- » Stain removing on tabletops, desk phones, acrylic surfaces, glass-tops etc.
- » Changing / cleaning of water filters and thorough cleaning and drying of coolers
- » Periodicals / newspapers, recyclable wastes to be disposed as per the employer wishes
- » Ceiling Roofs, corners, walls to be checked for cobweb cleaning and stains if any.
- » Ensure dusting, brushing and cleaning of the soft furnishing which will ensure the employer to safeguard the asset and save cost of frequent dry cleaning
- » Housekeeping personnel should assist in the operations of cleaning of the Utility Rooms e.g. Electric Room and A C Equipment Room, if any, in the presence of the respective machine operators in the course of the day on the condition that the cabling and installations are safe – where it involves only sweeping, dusting and cobweb/door/windows cleaning. Any items which poses dangerous or an item which needs to be handled with precautions shall be handled only by the appropriate personnel.
- » Any other cleaning of places or items shall be taken during week-ends, which could not be done during daily cleaning activity.
- » Venetian blinds, Artificial plants needs to appropriately cleaned during the weekend cleaning.

## **Washroom cleaning**

### **i. Daily cleaning**

- » The toilets to be cleaned and disinfected, the floor mopped dry thoroughly at least once before start of working hours and kept clean throughout the day as an ongoing process.
- » Thorough cleaning of toilets and disinfectants. Cleaning the doors, knobs, taps, etc with disinfectants in a regular interval.
- » Floor and walls are to be Scrubbed and cleaned. Any other fixtures are also to be cleaned daily.
- » Floor washing and mopping with disinfectant shall be done in equal interval.
- » Walls, bowls, urinals, mirrors, sinks and surroundings, etc shall be regularly cleaned
- » Suitable items like - toilet rolls, paper napkins, handwash soap oil, etc shall be replenished as and when it gets exhausted.
- » Check drains and urinals are clear of debris and water is running freely
- » Emptying of bins shall be done once it is full and be disinfected each time.

### **ii. Weekly Cleaning**

- » Deep cleaning of entire washroom
- » Ceiling roof, Walls, door, window, exhaust fan etc, should be cleaned thoroughly

## **Pantry cleaning**

### **i. Daily cleaning**

- » Pick the empty mugs and glasses and wash them immediately
- » Pick disposable cups, used wrappers, food wastes immediately keep them in designated place
- » To clean, the vending machine, fridge, microwave ovens, etc.
- » Tables, chairs and counters to be cleaned periodically
- » Dry all cups and glasses at the end of the day and keep them in their pre-designated place covered.
- » Washing of the glasses and jugs of all the cabins, conference room and meeting rooms and the work stations in the entire office
- » Thorough cleaning of the water dispenser / cooler
- » Replenish disposable cups at coffee counter/vending machine

### **ii. Weekly cleaning**

- » Deep and thorough cleaning of Refrigerator, vending machine, Microwave, water dispensers and water coolers
- » Reusable cups and cutleries to be cleaned and dried up in a secluded place
- » The shelf where food items and coffee power /tea bags are stored to be deep cleaned
- » Pantry counter and kitchen counter to be scrubbed and disinfected
- » Dustbins are to be emptied and the containers are disinfected and dried up.

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