

	<b>PROPERTY SOLUTIONS (India) PVT Ltd</b> <b>Standard Operating Procedure: Deep cleaning of washroom SOP –DCW</b> <b>PSIPL/SOFT/SOP/DCW- 7.1</b>	<b>Rev: 00</b> <b>Issue Date:</b> <b>01.01.2013</b>
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**Purpose –TO Deep clean the washrooms**

To ensure that the washrooms are thoroughly cleaned at regular specified intervals. Generally deep cleaning is done once a week.

**Process**

**Safety first - before starting any task refer to HSE Precautions below**

**Equipment Required**

- Color-coded bucket
- Color-coded checked cloth (disposable)
- Color-coded vinyl gloves, apron, goggles, mask & PPE
- Color-coded mop handle
- Color-coded mop head(White)
- Cleaning wringer trolley
- Water Squeeze
- Scrubbing machines
- Damp dust/wipe system (refer to the damp dusting method statement)
- High dusting tool
- Dust control system applicator tool (refer to the dust controlling method statement)
- Damp mop system (refer to damp mopping method statement)
- Warning signs & waste bags
- Ladder
- Taski – R2 ,R1 and R9

**Toiletries**

- 1.Toilet roll
- 2.C-fold tissue paper
- 3.Liquid soap
- 4.Any Other site Specific.ie M- fold, WC Seat Covers

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## **Method**

1. Wash hands, put on gloves and additional PPE as required
2. Display the warning signs in the area, making sure all signs are visible
3. Prepare the cleaning solution through diluter
4. Place the bucket onto the prepared cleaning trolley
5. Remove refuse/waste correctly according to policy/method statement
6. High dust the area (refer to the high dust method statement)
7. Clean exhaust fresh air grills, cob web and lights
8. Scrub & wipe clean tiles W/c, health faucet fixtures and toilet roll holder
9. Scrub and wipe clean tiles urinal fixtures and partition
10. Scrub and wipe clean washbasin counter fixtures and tiles
11. Dry wipe clean switch plates
12. Remove wall stains if any
13. Polish chrome fixtures
14. Machine scrub entire floor area and mop clean (Apply Taski R2 and R9)
15. Clean floor grating and polish
16. Wet mop floor
17. Dispose of soiled lined correctly
18. Clean all free-standing equipment for example, lamps, presses, pictures (use damp dust/wipe method statement)
19. Damp dust all ledges, surfaces and fixed equipment (refer to the damp dust/wipe method statement)

## **Note**

- Traditional method: frequently rinse the cloth in the cleaning solution. Change the cleaning solution when it becomes soiled. Microfiber method: as above point 8
- Remove furniture and equipment from the room, if applicable, advising supervisor of any defects
- Clean the wash hand basin (refer to wash hand basin method statement) or en-suite bathroom as appropriate (see washroom method statement)
- Replace consumables as applicable (refer to replacing consumables method statement)
- Dust control the area (refer to the dust controlling and high dusting method statements)
- Damp mop the floor area (refer to the damp mopping method statement) take the opportunity to scrub and spray clean if instructed by a supervisor. Where carpets are present these should be spot cleaned and shampoo cleaned according to supervisor's instruction (refer to carpet cleaning method statement)
- Replace all furniture, damp wipe if necessary again, and inform supervisor that the room is ready for occupation
- Dispose of the cloth when the task is completed if using disposable cloth
- When the area is completely dry, return the furniture to original position
- Remove, clean & correctly store all warning signs used, when the task is completed & the area is dry
- After use, all equipment should be checked, cleaned, dried and returned to the storage area
- Remove gloves and wash hands

## **HSE Precautions**

## **Training Requirements**

- All employees must be provided with sufficient and suitable information, instruction and training in order to carry out

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the task and operate equipment.

- All employees must receive training in correct manual handling techniques.

### **Management Responsibilities**

- Manager is responsible for ensuring that all equipment is serviced, maintained and inspected in accordance with national/local requirements, manufacturer's guidelines and Group procedures.
- Manager is responsible for ensuring that any work equipment is regularly inspected and records maintained. In addition, all portable electrical equipment must display a current test identification label.
- Manager is responsible for ensuring Risk & COSHH assessments have been undertaken, so that adequate controls are in place.

### **Employee Responsibilities**

- Employees must only carry out the task if they have received training.
- Employees must acknowledge that they have received and understood appropriate information to undertake the task safely.
- Employees must ensure that equipment is checked prior to use and is safe to use.
- Employees must only use equipment within specification and design parameters
- Employees must report any faults with work equipment to their Line Manager immediately.
- All employees are empowered to stop any job they feel is unsafe and must immediately report this to their line supervisor or HSE advisor.

### **Pre-Process Safety Checks**

- Always read the COSHH risk assessment carefully
- Never mix cleaning agents, as poisonous gases could result (refer to manufacturers' instructions)
- Visually inspect the ladders for damage, if detected report immediately, do not use.

### **Personal Protective Equipment (PPE)**

As above plus also see relevant COSHH Assessment(s)

### **HSE Legislation**

Health and Safety at Work Etc Act

Management of Health and Safety at Work Regulations

Manual Handling Regulations

Control of Substances Hazardous to Health Regulations

The Provision and Use of Work Equipment Regulations

### **Local Legislation/Guidelines**

- Before starting any task refer to the Health & Safety guidance in the directory
- Consider the timing of the operation - try to undertake task at a quiet time
- Security clearance may be required for specific areas - check with your supervisor
- Clarify your responsibilities regarding use of keys, alarm systems etc and opening/lockup procedure
- Refer to PSIPL policy for guidance on all cleaning processes, color coding, equipment, protective clothing, fluids and methods
- External window cleaning procedure can be used for internal glass

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- If using ladders, make sure they are safe & you have had the necessary training
- Always use warning signs, 'cleaning in progress', position at the beginning and end of the line of work
- If cleaning an electric-movable door, then switch it off
- All equipment should be left clean/dry and tidy in storage area after use

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