

	<b>PROPERTY SOLUTIONS (INDIA) Pvt . Ltd</b> <b>Standard Operating Procedure: Replenishment of consumables SOP – RC</b> <b>PSIPL/SOFT/SOP/RC-7.4</b>	<b>Rev: 00</b> <b>Issue Date:</b> <b>01.01.2013</b>
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**Purpose – Replenishment of Consumables**

The purpose of this procedure is to give guidance on the removal of all loose/visible dirt, stains & marks from the internal & external surfaces of the towel holder & replenishing the contents.

**Process**

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

Equipment Required

- Color-coded bucket
- Color-coded cloth
- Color-coded vinyl gloves
- Damp dusting (refer to the damp dusting method statement)
- Dispenser key (if required)
- Hand towels

Method

**Replenishment of C-Fold Paper**

1. Wash and dry hands and put on gloves
2. Check if the hand towel dispenser is empty
3. If the hand towel dispenser needs refilling, open the dispenser and remove the contents
4. Damp dust and clean all surfaces of the hand towel dispenser to remove any grease marks or stubborn stains (refer to the damp dusting method statement)
5. Dispose of the cloth (refer to group policy) when the task is completed
6. Refill, and then close the dispenser. Do not overfill or supply may not dispense correctly
7. After use, all equipment should be checked, cleaned, dried and returned to the storage area
8. Remove gloves and wash hands
9. Do not open new packets of paper towels until required and do not place on the floor or on the shelf
10. Beware of foreign objects inside units

**Replenishment of Liquid Soap**

1. Check if the soap dispenser is empty
2. If the soap dispenser needs refilling, open the dispenser and remove the contents (refer to manufacturers' instructions)
3. Damp dust and clean all surfaces of the soap dispenser to remove any grease marks or stubborn stains (refer to

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- the damp dusting method statement)
4. Dispose of the cloth (refer to group policy) when the task is completed
  5. Refill, then close the dispenser
  6. After use, all equipment should be checked, cleaned, dried and returned to the storage area
  7. Remove gloves and wash hands

**Replenishment of Toilet Rolls**

1. Wash and dry hands and put on gloves
2. Check if the toilet tissue/roll dispenser is empty
3. If the toilet tissue/roll dispenser needs refilling, open the dispenser and remove the contents (refer to manufacturers' instructions)
4. Damp dust and clean all surfaces of the toilet tissue/roll dispenser to remove any grease marks or stubborn stains (refer to the damp dusting method statement)
5. Dispose of the cloth (refer to group policy) when the task is completed
6. Refill, then close the dispenser.
7. 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 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, manufacturers 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
- Carryout a visual inspection of the towel holder to ensure no sharp objects are hidden.
- Never mix cleaning agents, as poisonous gases could result (refer to manufacturers' instructions)

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**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**

- 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

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CONTROLLED DOCUMENT