



# PHARMA DEVILS

HR DEPARTMENT

## STANDARD OPERATING PROCEDURE

**TITLE:** Cleaning & Sanitation of Premises

<b>SOP No.:</b>		<b>Department:</b>	HR
		<b>Effective Date:</b>	
<b>Revision No.:</b>		<b>Revision Date:</b>	
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### 1.0 OBJECTIVE:

To lay down a procedure for Cleaning & Sanitation of entire area inside the factory premises as it is essential.

- To remove the dust, dirt and other waste material from the working and surrounding area.
- To reduce the number of micro-organism in the working area.
- Control pests so that these do not affect the quality of materials, to be used in manufacturing of drugs.

### 2.0 SCOPE :

This SOP is applicable to Cleaning & Sanitization of following areas at .....

- 1) Quality Control
- 2) Quality Assurance
- 3) Administrative Block
- 4) FG Store
- 5) Toilets
- 6) Surroundings

### 3.0 RESPONSIBILITY:

House Keeping Supervisor / Officer / Executive – Concern Department

### 4.0 ACCOUNTABILITY:

House Keeping In-charge / HOD – Concern Department

### 5.0 ABBREVIATIONS:

SOP	:	Standard Operation Procedure
HOD	:	Head of the Department
GL	:	General
FG	:	Finished Goods
IPA	:	Isopropyl Alcohol
BKC	:	Benzalkonium Chloride
GF	:	Ground Floor
SF	:	Service Floor

### 6.0 PROCEDURE:

#### 6.1 PRECAUTIONS:

**6.1.1** Put on face mask and hand gloves while preparing the disinfectants.



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**6.1.2** Wash the plastic carboy thoroughly with water before preparing the disinfectants.

**6.1.3** Do not clean / disinfectant the area when the manufacturing / processing / dispensing / sampling is in progress.

**6.1.4** After uses of cleaning agent discard the used hand gloves and discard the gown (if necessary). Wash hand, foot and finger thoroughly with shop solution and plenty of water.

**6.1.5** If the disinfectant comes in contact with skin or eye wash the affected area thoroughly with water.

**6.1.6** In case of spillage stop activity clean the spillage and resume the activity.

**6.2** De-dusting with Nylon broom: procedure and schedule attached.

**6.3** Dry moping: procedure and schedule attached.

**6.4 Wet moping with detergent and disinfectant solution:** procedure and schedule attached.

### 6.4.1 Cleaning of QA, QC, Administration

Area	Frequency	Intended Days	Method of Cleaning
<b>General Area : QA, QC, Administration</b>			
Ceiling & Walls (Above 6 ft. Height )	Twice in a week (GF) (FF) (SF)	Monday, Friday	Dry mopping
Walls (Up to 6 ft. Height)	Once in each Shift	Daily	Dry mopping
Windows & Doors	Once Daily	Daily	Dry Mopping.
Light Fixtures	Weekly	Saturday evening	Dry Mopping.
Fan & Exhaust	Weekly	Saturday, Evening	Dry mopping following by wet mopping with Disinfectant Solution
Sinks & Washing Area	Once Per shift	Daily	Scrubbing jet washing and mopping with disinfectant.
External Surface of Equipment	Weekly	Saturday evening	Dry & wet Mop with disinfectant Solution



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Area	Frequency	Intended Days	Method of Cleaning
Furniture	Once Per shift	Daily	Cleaning of surface with dry mop and damp mop with disinfectant Solution
Other Surrounding Areas	Once per shift	Daily	Cleaning of surface with dry mop and damp mop with disinfectant solution

- \* Above mentioned Schedule will be followed in Quality control, Quality Assurance & Administrative Block also.
- \* If any unstopable critical activity is going on in any section, Cleaning Frequency / Method of cleaning may be changed as per the instruction given by the concerned department –HOD as well as Approved by QA.
- \* In Case of generation of dirt during any processing activity e.g. due to breakage of filled containers due to spill out of bulk solution/ powder etc. the area will be Cleaned and Sanitized immediately.

### 6.4.2 Cleaning of Finish Goods Store

Area	Frequency	Intended Days	Method of Cleaning
Ceiling & Walls (Above 6 ft. Height)	Twice in a week (GF) (FF) (SF)	Wednesday & Sunday	Dry mopping
Walls (Up to 6 ft. Height)	Once per Shift	Daily	Dry mopping
Walls (Dispatch Area) (Up to 6 ft. Height)	Once per Shift	Daily	Dry mopping
Walls (Dispatch Area) [Walls & Ceiling] (Above 6 ft. Height)	Once a week	Monday	Dry mopping
Windows & Doors	Once Daily	Daily	Dry Mopping.
Light Fixtures	Weekly	Saturday evening	Dry Mopping.
Other Surrounding Areas	Once per shift	Daily	Cleaning of surface with dry mop and damp mop with disinfectant solution
Ceiling & Walls (Above 6 ft. Height)	Twice in a week (GF) (FF) (SF)	Wednesday & Sunday	Dry mopping



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Area	Frequency	Intended Days	Method of Cleaning
Walls (Up to 6 ft. Height)	Once per Shift	Daily	Dry mopping
Walls (Dispatch Area) (Up to 6 ft. Height)	Once per Shift	Daily	Dry mopping
Walls (Dispatch Area) [Walls & Ceiling] (Above 6 ft. Height)	Once a week	Monday	Dry mopping
Windows & Doors	Once Daily	Daily	Dry Mopping.
Light Fixtures	Weekly	Saturday Evening	Dry Mopping.
Ceiling / Exhaust fan	Weekly	Saturday, Evening	Dry mopping following by wet mopping with Disinfectant Solution
Sinks & Washing Area	Once Per shift	Daily	Scrubbing jet washing and mopping with disinfectant.
Furniture	Weekly	Saturday Evening	Dry & wet Mop with disinfectant Solution
Racks & Almirah	Once Per shift	Daily	Cleaning of surface with dry mop and damp mop with disinfectant Solution
Floor	Twice Daily Morning & Evening	Daily	i. De-dusting with Nylon broom ii. Wet moping using 0.5% w/v solution of Detergent in water. iii. Mopping by using scheduled disinfectant solution in water
Other Surrounding Areas	Once per shift	Daily	Cleaning of surface with dry mop and damp mop with disinfectant solution



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### 6.4.3 Cleaning of Other Area

Area	Frequency	Intended Days	Method of Cleaning
Walls & Ceiling (Above 6 ft. Height)	Twice in a week (GF) (FF) (SF)	Tuesday & Saturday	Dry mopping
Walls (Up to 6 ft. Height)	Once per Shift	Daily	Dry mopping
Windows & Doors	Once Daily	Daily	Dry Mopping.
Light Fixtures	Weekly	Saturday Evening	Dry Mopping.
Ceiling / Exhaust fan	Weekly	Saturday, Evening	Dry mopping following by wet mopping with Disinfectant Solution
Sinks & Washing Area	Once Per shift	Daily	Scrubbing jet washing and mopping with disinfectant.
Hand & Foot Washing Area (Including Pit)	Three times Morning, Afternoon and Night	Daily	Scrubbing jet washing and mopping with disinfectant.
Furniture	Weekly	Saturday evening	Dry & wet Mop with disinfectant Solution
Racks & Almirah	Once Per shift	Daily	Cleaning of surface with dry mop and damp mop with disinfectant Solution
Floor	Twice Daily Morning & Evening	Daily	i. De-dusting with Nylon broom. ii. Wet moping using 0.5% w/v solution of Detergent in water. iii. Mopping by using scheduled disinfectant in water.
Other Surrounding Areas	Once per shift	Daily	Cleaning of surface with dry mop and damp mop with disinfectant solution



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### 6.4.4 Cleaning of Toilets:

Area	Frequency	Intended Days	Method of Cleaning
Lavatory	Thrice per Shift	Daily	Washing through running water Scrubbing with brush using cleaning powder and finally washing with Phenyl solution 10% (Approx.)
Other Surrounding Areas	Thrice per Shift	Daily	Washing through running water Scrubbing with brush using cleaning powder and finally washing with Phenyl solution 10% (Approx.)

### 6.4.5 Surroundings:

Area	Frequency	Intended Days	Method of Cleaning
Road	Twice Daily Morning & evening	Daily	Stick broom
	Weekly	Monday	Washing Through running water

### 6.5 Schedule for using Disinfectant:

#### 6.5.1 For All Area

S.No.	Name of Disinfectant	Code	Day							
1.	Virosil (2.0% v/v)	A	1	5	9	13	17	21	25	29
2.	Dettol (2.5% v/v)	B	2	6	10	14	18	22	26	30
3.	Lizol (0.40% v/v)	C	3	7	11	15	19	23	27	31
4.	Benzalkonium Chloride (0.25% v/v)	D	4	8	12	16	20	24	28	-

### 6.6 Method for Preparation of Disinfectant Solution:

Procedure for preparation of Disinfectant Solution has been detailed considering 10 Liters as Diluted volume of relevant disinfectant solution.

On the basis of specific requirement of relevant area. Actual volume of disinfectant solution is to be calculated and prepared it by taking relevant disinfectant and relevant diluents in same proportion.



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### 6.6.1 Method for Preparation of I.P.A. Solution (70% v/v).

Preparation of IPA Solution		Storage	Shelf Life	For Use Sanitizing
I.P.A.	7.0 Ltr.	In plastic carboy	24 Hour	Hand, Equipment and Utensil Sanitizing
Water (WFI)	3.0 Ltr.			
7.0 Lt. I.P.A. → 3.0 Liters with WFI				

### 6.6.2 Method for Preparation of “Lizol”(0.40 % v/v Solution) Disinfectant Solution :

Preparation of Lizol solution		Storage	Shelf Life	For use Sanitizing
Lizol	40 ml.	In plastic carboy	24 Hour	The entire surface
Water	9.960 Ltr.			
40 ml. Lizol → 9.960 Liters with Water				

### 6.6.3 Method for Preparation of “Dettol” (2.5 % v/v Solution) Disinfectant Solution :

Preparation of Dettol Solution		Storage	Shelf life	For use Sanitizing
Dettol	250 ml.	In plastic carboy	24 Hour	Treatment of All the surface
Water	9.750 Ltr.			
250 ml. Dettol → 9.750 Liters with Water				

### 6.6.4 Method for Preparation of “BKC” (0.25 % v/v Solution) Disinfectant Solution :

Preparation of BKC Solution		Storage	Shelf life	For use Sanitizing
BKC	25 ml.	In plastic carboy	24 Hour	Treatment of All the surface
Water	9.975 Ltr.			
25 ml. BKC → 9.975 Liters with Water				

### 6.6.5 Method for preparation of “Virosil”(2 % v/v Solution) Solution :

Preparation of Virosil Solution		Storage	Shelf life	For use Sanitizing
Virosil	= 200ml.	In plastic carboy	24 Hour	Floor & Glass ware.
Water	= 9.800 Ltr.			
200 ml. Virosil → 9.800 Liters with Water				



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### 6.6.6 Method for Preparation of “Liquid Soap”( 5.0 % v/v Solution) Solution:

Preparation of Liquid Soap Solution		Storage	Shelf life	For use Sanitizing
Liquid Soap	= 500 ml.	In plastic carboy	24 Hour	For washing hand
Water	= 9.500 Ltr.			
500 ml Liquid Soap → 9.500 Liters with Water				

### 6.6.7 Method for preparation of “Phenol”(0.25 % v/v) disinfectant solution :

Preparation of Phenol solution		Storage	Shelf life	For use Sanitizing
Phenol	= 25 ml	In plastic carboy	One week	Wall and Floor.
Water	= 9.975 Ltr.			
25 ml Phenol → 9.975 Liters with Water				

- 6.7** Record the Disinfectant Solution Preparation details in “Disinfectant Solution Preparation Record”, as per **Annexure-I**.
- 6.8** Cleaning details related with entire General Area of a particular department will be recorded daily in a single format, as per **Annexure-II**.
- 6.9** Cleaning details related with entire Lavatory Area of a Block will be recorded daily in a single separate format, as per **Annexure-III**.
- 6.10** Record the Disinfectant Solution Issuance detail in “Disinfectant Solution Issuance Record” as per **Annexure-IV**.

### 7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure - I	Disinfectant Solution Preparation Record	
Annexure - II	Cleaning and Sanitation Record (General Area)	
Annexure - III	Cleaning and Sanitation Record (Lavatory Area)	
Annexure - IV	Disinfectant Solution Issuance Record	





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### 8.0 DISTRIBUTION:

- Controlled Copy No. 01                      Head HR
- Master Copy                                      Quality Assurance Department

### 9.0 REFERENCES:

Not Applicable

### 10.0 REVISION HISTORY:

#### CHANGE HISTORY LOG

Revision No.	Details of Changes	Reason for Change	Effective Date	Updated By
00	New SOP	New SOP		







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Tables & Chairs Cleaning							Tables & Chairs Cleaning						
Racks & Almirah Cleaning							Racks & Almirah Cleaning						
Other Surrounding Area							Other Surrounding Area						
Pit cleaning in Hand & foot washing area.							Pit cleaning in Hand & foot washing area.						
Floor Cleaning & Mopping							Floor Cleaning & Mopping						
Done By							Done By						
Checked By							Checked By						
Remarks							Remarks						



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## ANNEXURE – III



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## CLEANING & SANITATION RECORD (LAVATORY AREA)

**Date:** \_\_\_\_\_

<b>Department:</b>			<b>Block:</b>			<b>Section:</b>							
<b>Area :</b>													
<b>Date:</b>						<b>Date:</b>							
<b>Name of Cleaners :</b>						<b>Name of Cleaners :</b>							
<b>Shift A</b>			<b>Shift B</b>			<b>Shift A</b>			<b>Shift B</b>				
<b>Cleaning Schedule</b>			<b>Disinfectants Used:</b>			<b>Cleaning Schedule</b>			<b>Disinfectants Used:</b>				
<b>Cleaning Details LAVATORY AREA ↓</b>	<b>Shift A Cleaning Frequency</b>			<b>Shift B Cleaning Frequency</b>			<b>Cleaning Details LAVATORY AREA ↓</b>	<b>Shift A Cleaning Frequency</b>			<b>Shift B Cleaning Frequency</b>		
	<b>8 -9 Hrs.</b>	<b>12-13 Hrs.</b>	<b>16-17 Hrs.</b>	<b>20-21 Hrs.</b>	<b>00-01 Hrs.</b>	<b>04-05 Hrs.</b>		<b>8 -9 Hrs.</b>	<b>12-13 Hrs</b>	<b>16-17 Hrs.</b>	<b>20-21 Hrs.</b>	<b>00-01 Hrs.</b>	<b>04-05 Hrs.</b>
Commode Cleaning							Commode Cleaning						
Urinal Sink Cleaning							Urinal Sink Cleaning						
Sink (Hand Wash)							Sink (Hand Wash)						
Floor Cleaning							Floor Cleaning						
Walls & Ceiling Cleaning							Walls & Ceiling Cleaning						
Room Freshener Replacement							Room Freshener Replacement						
Door Cleaning							Door Cleaning						



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Other Surrounding Area							Other Surrounding Area							
Done By							Done By							
Checked By							Checked By							
Remarks							Remarks							

