



# PHARMA DEVILS

HR DEPARTMENT

## STANDARD OPERATING PROCEDURE

**TITLE:** Cleaning and Sanitation of Water Cooler

<b>SOP No.:</b>		<b>Department:</b>	HR
		<b>Effective Date:</b>	
<b>Revision No.:</b>		<b>Revision Date:</b>	
<b>Supersede Revision No.:</b>		<b>Page No.:</b>	1 of 4

### 1.0 OBJECTIVE:

To lay down a procedure for Cleaning and Sanitation of Water Cooler.

### 2.0 SCOPE:

This Procedure is Applicable for Cleaning and Sanitization of Water Cooler existing in plant premises as it is essential to control the Bio-burden as well as make the potable water free from any infectious organisms at .....

### 3.0 RESPONSIBILITY:

House Keeping In-charge

### 4.0 ACCOUNTABILITY:

Head HR

### 5.0 ABBREVIATIONS:

HR Human Resource  
SOP Standard Operating Procedure  
QA Quality Assurance  
No. Number  
Ltd. Limited

### 6.0 PROCEDURE:

- 6.1 Stop water supply to the water cooler.
- 6.2 Drain all the existing water inside the chamber.
- 6.3 Clean the inner surface of water cooler tank with nylon brush.
- 6.4 Clean the outer surface of water cooler tank with clean cloth.
- 6.5 Take 900 ml. of Sodium Hypochlorite and dilute it up to 2 liters with potable water.
- 6.6 Sanities the tank with above prepared Sodium Hypochlorite Solution.
- 6.7 Scrub the inner surface with clean nylon brush.
- 6.8 Drain the sanitizing solution by opening the delivery tap.
- 6.9 Open the water supply line to the water chamber.
- 6.10 Full the chamber with freshly collected potable water, drain it out and repeat the process twice more.
- 6.11 Cover the tank of water cooler with its lid.



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**6.12** Mention the details related with cleaning & due date of cleaning on it's ID tag as soon in **Annexure-I**.

**6.13** Record the details of cleaning of water cooler as per **Annexure-II**.

**6.14 Frequency:** Twice in a month.

### 7.0 ANNEXURE:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Water Cooler (Tag)	
Annexure-II	Schedule for Cleaning of Water Cooler	

### 8.0 DISTRIBUTION:

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

### 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	Introduction of New SOP		



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### ANNEXURE – I



# PHARMA DEVILS

HR DEPARTMENT

Equipment Name : Water Cooler  
Equipment ID No : \_\_\_\_\_  
Equipment Location : \_\_\_\_\_  
Cleaning Done : \_\_\_\_\_ Done by : \_\_\_\_\_  
Cleaning Due On : \_\_\_\_\_  
Cleaning Frequency : Twice in month

