



PHARMA DEVILS

HR DEPARTMENT

STANDARD OPERATING PROCEDURE

Title: Operation and Cleaning of Lift

SOP No.:		Department:	HR	
		Effective Date:		
Revision No.:		Revision Date:		
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1.0 OBJECTIVE:

To lay down a procedure for Operation and Cleaning of Lift.

2.0 SCOPE:

This Procedure is Applicable to Operation & Cleaning of Lift (Make: **Omega**) in Administration Block used for Man Movement at

3.0 RESPONSIBILITY:

Officer / Executive Personnel & Administration / HR

4.0 ACCOUNTABILITY:



Head Personnel & Administration / HR

5.0 ABBREVIATIONS:

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

6.0 PROCEDURE:

6.1 Operation of Lift

- 6.1.1 Only Lift Operator shall be allowed to operate the Lift.
- 6.1.2 Press the Call Button fixed outside the Lift on all the Floors to get the lift on desired floor.
- 6.1.3 UP  or Down  Arrow Direction shows the movement of Lift.
- 6.1.4 After reaching on desired floor the Lift Door shall automatically open.
- 6.1.5 Enter inside the Lift.
- 6.1.6 Doors shall automatically close.
- 6.1.7 Press the desired floor mentioned in the Lift panel board, to move the Lift.
- 6.1.8 On reaching the desired floor the Lift Doors shall automatically open.
- 6.1.9 Exit from the lift.

6.2 Cleaning of Lift:



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- 6.2.1 Lift operator shall Press the outside lift key to bring the lift car in exact opposite position of the landing gate.
- 6.2.2 Lift Operator shall put the status board as “**Under Cleaning**”.
- 6.2.3 Open the door and clean the ceiling, tube light fixtures, sidewall surface using dry lint free duster, then with moist dusters.
- 6.2.4 Collect the dust in polythene bag and place in nearby dustbin.
- 6.2.5 Clean the floor surface with duster followed by disinfectant solution scheduled for the day.
- 6.2.6 Record the cleaning details in “**Lift Cleaning Record**” as shown in **Annexure-I**.
- 6.2.7 **Frequency:** Daily

6.3 Cleaning of Area Below Lift:

- 6.3.1 Lift Operator shall inform engineering department to lock the Lift car at top floor and stand by gate.
- 6.3.2 Before going for cleaning the area below the lift car House keeping person shall wear the helmet, nose mask and go to the cleaning area.
- 6.3.3 Clean the side walls using long handle brush and clean all the metal surfaces.
- 6.3.4 Clean and collect the dust in a polythene bag and place in dustbin.
- 6.3.5 Clean the wall surface using wet cloth dipped in day’s disinfectant and then cleans the floor.
- 6.3.6 Come out of the area and remove the ladder and place in its original place.
- 6.3.7 Lift Operator shall ask the engineering department to unlock the lift car and bring the car to the ground floor standby position.
- 6.3.8 Record the cleaning details in “**Lift Area Cleaning Record**” as shown in **Annexure-II**.
- 6.3.9 **Frequency:** Weekly



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7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Lift Cleaning Record	
Annexure-II	Lift Area Cleaning Record	

8.0 DISTRIBUTION:

- Controlled Copy No. 01 Head HR
- Controlled Copy No. 02 Head Engineering
- 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	Introduction of New SOP		

