



PHARMA DEVILS

WAREHOUSE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Warehouse

TITLE: Cleaning of Stores Area

SOP No.		Revision No.	
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1.0 OBJECTIVE:

To lay down the procedure for the cleaning of stores area.

2.0 SCOPE:

This procedure is applicable for the cleaning of stores area.

3.0 RESPONSIBILITY:

Stores officer, Executive,
Head Stores

4.0 PROCEDURE:

4.1 Floor, S.S. Trolley, & Mopping Trolley: Frequency - Once in a day.

4.1.1 Clean the floor, S.S. trolley, & Mopping Trolley along with its bucket with the help of mopper.

4.1.2 Mop with 1.0% teepol solution followed by purified water.

4.1.3 Sanitize with 2.5% Savlon/2.5% Dettol solution whichever is in use on that day.

4.1.4 Record the above activities in "Cleaning record of stores" as per Annexure-I.

4.2 Waste bin: Frequency - Once in a day.

4.2.1 Collect the waste from the waste bin with poly bag, close the opening of the poly bag & send it to scrap.

4.2.2 Mop the waste bin from inner side & outer side with 1.0% teepol solution followed by purified water.

4.2.3 Sanitize with 2.5% Savlon/2.5% Dettol solution whichever is in use on that day.

4.2.2 Place the fresh poly bag in waste bin.

4.2.3 Record the activities in "Cleaning record of stores" as per Annexure-I.

4.4 View panels, Doors, Glass Windows, pallets, Hydraulic trolley:

Frequency - Once in a week

4.4.1 Clean the dusts with the help of mopper.

4.4.2 Mop with 1.0% teepol solution followed by purified water.



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4.4.3 Sanitize with 2.5% Savlon/2.5% Dettol solution whichever is in use on that day.

4.4.4 Record the above activities in "Cleaning record of stores" as per Annexure-I.

4.5 Walls, Ceiling: Frequency - Once in a week.

4.5.1 Remove the dust with the help of mopper.

4.5.2 Clean the walls and ceiling with lint free cloth.

4.5.3 Wipe out the entire ceiling surfaces with 1.0% teepol solution followed by purified water.

4.5.4 Sanitize with 2.5% Savlon/2.5% Dettol solution whichever is in use on that day.

4.5.5 Record the above activities in "Cleaning record of stores" as per Annexure-I.

4.6 Electrical fixtures: Frequency - Once in a week.

4.6.1 Before cleaning ensure there shall not be any chance of accident during cleaning.

4.6.2 Wipe out the surface of the fixtures with the help of dry clean cloth.

4.6.3 Record the activity in "Cleaning record of stores" as per Annexure-I.

4.7 Cleaning of dispensing area: Frequency – Daily or before the start of dispensing & during dispensing change over.

4.7.1 Daily cleaning:

4.7.1.1 Wet mop the dispensing area, floor, walls, ceiling, pallet, fittings along with S.S. table, Balances, S.S. trolley, electrical fixtures, outside of the container keeping utensils, with 1.0% teepol solution followed by purified water.

4.7.1.2 Sanitize with 2.5% Savlon / 2.5% Dettol solution whichever is in use on that day.

4.7.1.3 Record the cleaning activity in the "Cleaning Record of Dispensing area" as per Annexure-II.

4.7.1.4 For cleaning of R-LAF & balances, refer SOP.

4.7.2 Change over cleaning:

4.7.2.1 Before the start of cleaning ensure the absence of dispensed material & balance quantity container.



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4.7.2.2 Remove the empty containers/packs & other scraps to the scrap yard through material air lock after defacing the labels of the containers.

4.7.2.3 Remove the used scoops & spoons within the closed polybag from the dispensing area to the washing area through material air lock.

4.7.2.4 Clean the area with the help of vacuum cleaner.

4.7.2.5 Wet mop the dispensing area, floor, walls, ceiling along with R-LAF, balances, S.S. table, S.S. trolley, container keeping utensils, with 1.0% teepol solution followed by purified water. Clean the Electric fixture with the help of dry cloth.

4.7.2.6 Sanitize with 2.5% Savlon / 2.5% Dettol solution whichever is in use on that day.

4.7.2.7 Record the cleaning activity in the “dispensing log” (Refer SOP no. STR/006, Annexure-I).

4.8 S.S. Sink: Frequency Once in a day (at the end of the day’s operation).

4.8.1 Mop with 1.0% teepol solution followed by purified water.

4.8.2 Sanitize with 2.5% Savlon / 2.5% Dettol solution whichever is in use on that day.

4.8.3 Record the above activities in “Cleaning Record of stores area” as per Annexure-I.

4.9 Precautions:

4.9.1 Use Savlon / Dettol in alternate day as per recommended concentration.

4.9.2 Discard the remaining solution of cleaning agent & sanitizing agent every day in washing area S.S. sink.

4.9.3 Every day use freshly prepared cleaning & sanitizing solution.

5.0 ANNEXURE (S):

Annexure-I : Cleaning record of stores.

Annexure-II : Cleaning record of Dispensing area.

6.0 REFERENCE(S) :

SOP: Preparation, approval, distribution control, revision and destruction of Standard Operating Procedure (SOP).



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7.0 ABBREVIATION (S) /DEFINITION (S) :

S.S. : Stainless steel.

R-LAF: Reverse Laminar Air Flow.

REVISION CARD

S.No.	REVISION No.	REVISION DATE	DETAILS OF REVISION	REASON (S) FOR REVISION	REFERENCE CHANGE CONTROL No.
1	00	--	--	NEW SOP	--



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Date		16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Sanitizing agent used																	
Daily	Mopping trolley																
	Waste bin																
	Floor																
	S.S. Trolley																
	S.S. Sink																
Weekly	View panel																
	Doors																
	Glass Windows																
	Pallets																
	Hydraulic trolley																
	Walls																
	Ceiling																
	Electrical fixtures																
Done by																	
Checked by																	

* Cleaning done will be symbolized with ✓ (tick).

* Not done will be symbolized with '-'.



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Date	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Sanitizing agent used																
Floor																
Walls																
Ceiling																
Doors																
Pellets																
View panel																
R-LAF																
Balances																
S.S. Table																
Waste bin																
Electrical fixtures																
Removal of materials																
Removal of used utensil																
Done by																
Checked by																

* Cleaning done is symbolized with ✓ (mark).

* Not done is symbolized with '-'.