



PHARMA DEVILS

PERSONNEL AND ADMINISTRATION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Personnel and Administration	SOP No.:
Title: Cleaning, Sanitation and House Keeping of Outer Factory	Effective Date:
Supersedes: Nil	Review Date:
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1.0 OBJECTIVE

To lay down a procedure for cleaning, housekeeping & factory sanitation.

2.0 SCOPE

This SOP is applicable to cleaning, sanitation and housekeeping of outer factory premises.

3.0 RESPONSIBILITY

House Keeping Assistant, Assistant Manager/ Executive – Personnel & Administration To ensure adequate cleaning of outer factory premises.

Respective section heads: To ensure compliance to procedure.

Head of Department –QA

4.0 PROCEDURE

4.1 Factory sanitization, housekeeping & cleaning shall aim at protecting the areas, equipments and products from contamination by environment and operations. The program shall include:

4.1.1 Good housekeeping & cleaning

4.1.2 Sanitation Procedures

4.1.3 The areas which require cleaning at frequent intervals are:

- Roads surrounding the building.
- Floors, corridors and windows
- Canteen and Pantry
- Toilet blocks and urinals

4.2 Precautions to be taken for cleaning/disinfection solutions:

4.2.1 Only approved cleaning and disinfectant sanitizing agents shall be procured and used.

4.2.2 No glass cylinders shall be used for the preparation of cleaning solution; only plastic measuring cylinders shall be used for this purpose.

4.2.3 The sanitizing / disinfectant solutions shall be prepared freshly when required.

4.2.4 The solutions shall be prepared by appropriately diluting the stock solution of cleaning disinfectant with water to get the desired concentration of the final solution.



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- 4.2.5 Surfaces where to be applied shall be thoroughly cleaned before sanitizing/disinfecting to avoid neutralization of sanitizing agent.
- 4.2.6 Disinfectant solutions shall not be mixed with detergent.
- 4.2.7 The disinfectant shall be rotated weekly to prevent Microbial built-up.
- 4.2.8 Always wear hand gloves, masks and other relevant personal protective aids whenever required.
- 4.2.9 Mention the name of disinfectant solution used for the current week in the report.
- 4.3 The cleaning and disinfectant agents approved for the Floor cleaning, general cleaning are as given below:
- 1% v/v Soap solution as cleaning agent for floorings.
 - 2.5% v/v Savlon[®] as disinfectant
 - 2.5% v/v Dettol[®] as disinfectant

4.4 Preparation Of Solutions

4.4.1 The solutions shall be prepared as given below.

a) Sanitizing/Disinfection Solutions

Total volume with water to	2.5% Savlon [®]	2.5% Dettol [®]
500 ml.	12.5 ml.	12.5 ml.
1.0 Liter	25.0 ml.	25.0 ml.
2.0 Liter	50.0 ml.	50.0 ml.
4.0 Liter	100.0 ml.	100.0 ml.
10.0 Liter	250.0 ml.	250.0 ml.

b) Cleaning Agent

Total Volume with Water to	1% Soap Solution
500 ml.	5 ml.
1.0 Liter	10 ml.
2.0 Liter	20 ml.
5.0 Liter	50 ml.
10.0 Liter	100 ml.

- 4.4.2 Take cleaned plastic bucket/SS container/cylinder marked with measuring volume in liter.
- 4.4.3 Take quantity of active solution into plastic container /SS container / bucket on the basis of above calculated table.
- 4.4.4 First measure the volume of water in the plastic container / bucket marked for the specific volume. Add the desired volume of active stock solution of the disinfected to it.



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4.4.5 The solution remaining at the end of the day shall be disposed off in the drainage.

4.4.6 Clean the container with plenty of water.

4.4.7 Follow the below mentioned for cleaning

S.No.	Activity	Method of Cleaning
1.	Road	<ul style="list-style-type: none">- All roads around the factory shall be carefully swept with a hard broom.- The roads shall be flushed with water and swept with a hard broom once in a week and when such need or condition arises.
2.	Waste bin	<ul style="list-style-type: none">- The accumulated dust, dirt, dry leaves shall be deposited in the dustbin.- The dustbin shall be emptied in the garbage.
3.	Drains	<ul style="list-style-type: none">- The gutters shall be cleaned by removing any materials clogging the flow of water.- The manhole covers also shall be cleared of any accumulated dust.- The removable covers shall be taken out and washed with the cleaning solution.- The non-removable covers shall be washed with the cleaning solution.
4.	Toilet/ Urinal	<ul style="list-style-type: none">- Clean & scrub the Toilets and Urinals with a nylon brush to remove all dirt& stains.- Clean the wall tiles, washbasins and floor with a separate nylon brush to remove stains with the cleaning solution.- Wash with water to remove all detergents.- Sanitize toilets, urinals, wall tiles and wash basins by disinfectant solution.- Sanitize floors by mopping with disinfectant solution.- The wall tiles shall be wiped with clean cloth.- The portion below platforms sinks etc. including the corners shall be cleaned daily.



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5.	Floors	<ul style="list-style-type: none">- Remove and collect all the un-wanted materials from the floors & corridors and put into the dustbins.- Mop the areas with the disinfectant solution.- Disinfectant Solution shall be sprinkled on the floor and mopped with a rubber mop whenever required.
6.	Window/ doors	<ul style="list-style-type: none">- Clean the window glasses of areas with dry cloth Colin®.- In addition to above following procedure shall be carried out.
7.	Fans / Tubes	<ul style="list-style-type: none">- All the fans and tubes light other utilities shall be cleaned with a clean cloth.
8.	General	<ul style="list-style-type: none">- Empty the contents of the bucket down the floor drains.- Wash the Mop and Buckets with several lots of water until clean.- Squeeze the Mop dry, loosen and invert in a Mop holder to dry or dip the Mop in a disinfectant solution through a Mop holder in a bucket.- Allow the bucket to dry upside down on the floor.- Flush water into drains to clear the drains off used solutions.
9.	Canteen	<ul style="list-style-type: none">- Clean the General Block canteen area of all the unwanted tins, bags, barrels etc.- All the leftover food in the plates (if any) on the table and on the floor is to be collected and put in the dustbin.- All the water shall be drained out form the sink washbasin and collect the remaining leftover food lying in the sink and washbasins put in the dustbin.- The tiles, sink and washbasins shall be cleaned and scrubbed with a nylon scrubber and with a cleaning solution till the stains are removed.
10.	Tables/ Chairs	<ul style="list-style-type: none">- The tables and chairs shall be cleaned with clean dry cloth.- The tabletops shall be cleaned with clean cloth soaked in cleaning solution and then with water.
11.	Premises	<ul style="list-style-type: none">- The entire wall corners, windows seals, etc. shall be cleaned with a long probe with brush to remove cobwebs, dust etc.

5.0 ANNEXURE (S)

Annexure-I Housekeeping Record.

6.0 REFERENCE(S)



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7.0 ABBREVIATION (S) / DEFINITION (S)

HR & Administration: Human Resources & Administration

® : Registered Trademarks of respective owners.

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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ANNEXURE I HOUSE KEEPING RECORD

Date	Time	Cleaning									Premises	Done by	Checked by	Remarks
		Road	Waste bin	Drain	Window / door	Toilet	Floors	Fans/Tubes	Canteen	Tables/Chairs				

Note: Put tick mark (✓) if performed and put dash (-) if not performed.

Name of the Disinfectant used during Current Week _____