



# PHARMA DEVILS

PERSONNEL AND ADMINISTRATION DEPARTMENT

## STANDARD OPERATING PROCEDURE

<b>Department:</b> Personnel and Administration	<b>SOP No.:</b>
<b>Title:</b> SOP for Cleaning of Change Room	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

### 1.0 OBJECTIVE

To lay down a procedure for cleaning of primary change room and Linen room.

### 2.0 SCOPE

The procedure is applicable to the cleaning of Primary change room and Linen room area at plant.

### 3.0 RESPONSIBILITY

Executive/Officer, Personnel and Administration: To ensure cleaning as per procedure.

Head, Personnel and Administration: Compliance to SOP.

### 4.0 PROCEDURE

#### 4.1 Ceiling and AHU grill.

4.1.1 **Frequency :** Once in a Week

4.1.2 Use a safety goggles to prevent dust/foreign falling into eyes.

4.1.3 Climb on a ladder to clean the ceiling.

4.1.4 Wipe out the entire ceiling surfaces with dry lint free cloth followed by wet cloth dipped in water. Ensure water is properly squeezed to prevent dripping of water. Wipe out again with a dry lint free cloth.

4.1.5 Wipe the grill thoroughly from the outside with the wet lint free cloth dipped in water, then wipe again with a dry lint free cloth.

#### 4.2 Walls/fixtures/doors:

4.2.1 **Frequency:** Once in a week

4.2.2 Wipe the wall surface with a wet cloth dipped in water to remove all adhering material.

4.2.3 Wipe out entire wall surface thoroughly with a dry lint free cloth

4.2.4 Remove dust from panels, frames, electrical switches, glass frame and switch board with a clean dry cloth

4.2.5 Wipe the entire glass panels, window and doors with cloth dipped in water.

4.2.6 Spray/Sprinkle commercial cleaning agent (e.g. Collin®) over windows and doors. Wipe it out with a clean and dry lint free cloth.



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4.2.7 Wipe the doors closure thoroughly with a cloth to remove adhering material.

### 4.3 Floor:

**4.3.1 Frequency:** Primary Change Room and Linen Room : Twice in a shift.

#### 4.3.2 Manual cleaning and sanitization:

4.3.2.1 Frequency: Twice in a shift.

4.3.2.2 Take 10 ml of Teepol in SS bucket and add 10 liters of water and mix manually.

4.3.2.3 Dip a clean mop in above solution, squeeze and then wipe out the floor.

4.3.2.4 Drain the cleaning solution into the drainage of the toilet.

4.3.2.5 Take purified water in bucket.

4.3.2.6 Dip a clean mop in the purified water, squeeze and wipe out the floor to remove traces of Teepol.

4.3.2.7 Drain the used water into the drainage of the toilet.

4.3.2.8 Fill 250 ml of Savlon<sup>®</sup>/Dettol<sup>®</sup> in SS bucket and add quantity sufficient to 10 liters and disinfect the entire floor.

4.3.2.9 Dip clean mop in solution prepared, squeeze and wipe to disinfect the entire floor.

4.3.2.10 Repeat the procedure of dipping and squeezing the cloth in the disinfectant and wipe to clean the entire floor.

4.3.2.11 Drain the used disinfectant into the drainage of the toilet.

4.3.2.12 Clean the used buckets with water and keep it in the toilet in the inverted position.

4.3.2.13 Follow the below mentioned procedure for tiles, urinal and flush

Tiles: Clean with detergent solution followed with tap water then commercially available mild acid followed by water.

Urinals: Clean with commercial cleaner. Use toilet brush as and when required. Add sufficient quantity of disinfectant.

Flush seat and toilet pot: Clean with commercial cleaner (e.g Harpic<sup>®</sup>). Use toilet brush as and when required. Add sufficient quantity of disinfectant.

Clean the entire sanitary fitting like taps, showers with detergent solution followed with water.



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### 4.4 Precautions:

- 4.4.1 Disinfectant shall be rotated every alternate week.
- 4.4.2 Prepare the solutions of detergent and disinfectant at required concentrations in separate bucket.
- 4.4.3 Perform the cleaning operation in the direction from the far end of the department to the entry of the department to ensure complete dirt removal.
- 4.4.4 Use fresh solution for cleaning in each area.
- 4.4.5 Record the cleaning activity in area as per Annexure – I

### 5.0 ANNEXURE(S)

Annexure-I : Cleaning record of production area

### 6.0 REFERENCE(S)

SOP No.: Preparation, approval, distribution control, revision and destruction of Standard Operating Procedure (SOP).

### 7.0 ABBREVIATION (S)/DEFINATION (S):

ml : milliliter

SOP : Standard Operating Procedure

AHU : Air Handling Unit

SS : Stainless Steel

® : 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

DATE	SHIFT	TIME	Daily Cleaning				*Disinfection Solution Used		Done by	Checked By	Remarks
			Floor	Waste Bin	Cross Over Bench	Shoes Rack	Savlon (2.5% v/v)	Dettol (2.5% v/v)			
	1 <sup>st</sup>										
	2 <sup>nd</sup>										
	3 <sup>rd</sup>										
	1 <sup>st</sup>										
	2 <sup>nd</sup>										
	3 <sup>rd</sup>										
Date	Time		Weekly Cleaning					Done by	Checked by	Remarks	
			Cup board	AHU grill	Wall	Fixture	Ceiling				Door

\* Disinfectant solution shall be rotated alternate week. **Note:** Put Tick Mark (✓) if done in cleaning” put dash (-) if not done for each shift