



PHARMA DEVILS

**SOP FOR CLEANING AND OPERATION PROCEDURE OF
VACUUM CLEANER**

SOP No.:

1.0 OBJECTIVE:

To lay down the procedure for cleaning and operation procedure of Vacuum Cleaner.

2.0 SCOPE:

This standard operating procedure is applicable to the Vacuum Cleaner in De-dusting area of stores department.

3.0 RESPONSIBILITY:

Store Executive shall be responsible for implementing the SOP.

4.0 PROCEDURE:

4.1 Operation Procedure of Vacuum Cleaner

- 4.1.1 Ensure that accessories are connected properly to the vacuum cleaner.
- 4.1.2 Ensure that the pipe, dust collection container, filter is clean.
- 4.1.3 Plug the vacuum cleaner into the mains.
- 4.1.4 Turn the button of vacuum cleaner on and run it over the surface to be cleaned.
- 4.1.5 Keep the vacuum cleaner at a distance of approximately two inches from the surface to be cleaned.
- 4.1.6 Run the vacuum cleaner at all the corners, which are difficult to clean manually.
- 4.1.7 After use turn off the vacuum cleaner.

4.2 Cleaning Procedure of Vacuum Cleaner

- 4.2.1 Clean the vacuum cleaner daily in the morning.
- 4.2.2 Remove the Plug of the vacuum cleaner from the main switch.
- 4.2.3 Clean the pipe of the vacuum cleaner with a lint free cloth.
- 4.2.4 Remove the dust bag from the machine and discard the dust in the waste bin.
- 4.2.5 Wrap the dust bag in polybag and transfer to filter cleaning area for cleaning.
- 4.2.6 Clean the dust bag with the compressed air.
- 4.2.7 Check the integrity of the cleaned dust bag visually and fit the dust bag into the vacuum cleaner. If the bag is found damaged or torn, replace the bag.
- 4.2.8 The vacuum cleaner is now ready for use.

5.0 SAFETY AND PRECAUTIONS:

Not applicable



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6.0 REVISION HISTORY:

Revision No	Reason for revision	Superseded from and date
00	New SOP	

7.0 REFERENCES:

Not applicable

8.0 ABBREVIATIONS:

SOP : Standard operating procedure