

9. HOUSEKEEPING

STANDARD OPERATING PROCEDURE

PURPOSE & SCOPE:

The purpose of this SOP is to outline housekeeping services. A clean workstation free of debris and clutter is critical to maintaining a safe work environment. Housekeeping is a continual effort. The proper management of routine tasks should be maintained at all times. Poor housekeeping affects all aspects of safety and can result in both minor and major incidents.

HOUSEKEEPING APPLIES TO:

- Overhead Lighting
- Washing Walls
- Window Cleaning
- Offices Cleaning
- Lobby and Visitors Areas
- Toilets
- Carpet Care
- Floor Stripping
- Top scrubbing a floor
- Chemical / Physical Lab
- Work Shop
- Clean Room
- Material storage including stacked materials.
- Gas cylinders stored area.
- Flammable Liquids/Gas containers area.
- Hazardous material waste containers.
- Ventilation cleaning.
- Spilled liquids must be cleaned up immediately.
- Passageways such as walkways, ramps, and stairs must be kept clean.
- All waste containers.
- Eating areas (canteen) must be kept clean.

GENERAL CLEANING TECHNIQUES:

A clean place to work is necessary for safety. Good housekeeping is a part of job. In order to have a pleasant and safe work place, everyone must do his/her part to keep the plant orderly and clean. Good housekeeping will protect our employees against slipping, other hazards.

- 1) Immediately clean up any paint, grease, oil, water, etc. that has spilled on the floor. Someone could slip causing serious injury.
- 2) Pick up any banding, scrap metal or other metal debris and put in scrap metal bins.
- 3) Pick up any scrap lumber, saw dust etc. and put into scrap lumber bins.
- 4) Put any scrap papers, boxes, etc., into the proper garbage containers or recycling bins.
- 5) Put cans into bins marked for cans.
- 6) Clean machine and surrounding area after use
- 7) Return all hand tools to their proper places after use or at end of your shift.
- 8) Keep all walkways, roadways, and areas in front of fire extinguishers, electrical panelboxes free of obstruction
- 9) Keep lunchrooms as clean and neat as possible. Put all garbage into garbage cans.
- 10) Immediately sweep up any Blast Machine that you notice on the floor.
- 11) Never leave hooks or hangers on the floor always put them in their proper place
- 12) Before end of shift, empty garbage cans into the garbage bins
- 13) Keep the office and the surrounding area clean.
- 14) clean the computers at least once a week by wiping them with computer cleaning fluid.
- 15) Stack pallets, boxes, baskets, etc. neatly to avoid them falling over.
- 16) Organize your work station as neatly and efficient as possible. Avoid over clutter.
- 17) Keep stairway clear of obstruction.
- 18) Keep storage areas neat and organized
- 19) Keep your locker area neat and clean.
- 20) Keep desks and filing cabinets clean and well organized.
- 21) Clean office, computer and printer areas at the end of every shift.
- 22) Clean as you go. (Continually clean your work area as you work.)
- 23) Clean up debris and organize tables and work stations that you have been using, so that the next person can start with a clean work area.