

STANDARD OPERATING PROCEDURES

HOUSEKEEPING

All coach floors & toilets (i.e. floor, wash basin, pipes & health faucet) to be cleaned once in every 2.5 hours (from 0700 Hrs – 2100 Hrs).

CLEANING OF COACH FLOORS

1. Wet cleaning of floors is mandatory 3 times a day (i.e. after breakfast, lunch & dinner) with diluted cleaning solution.
2. Dry mopping of floors every once 3 hours (i.e. 0700 Hrs – 2100 Hrs)
3. Apply diluted cleaning solution on to the scrubber and scrub top to bottom ensuring dirt/hair are removed from the flooring.
4. Clean small area of the floor and grout and then dry with a sponge.
5. Wet sponge with cold water and remove detergent.
6. They must wipe dry, leaving no body fats or streaks on the floors.
7. Recheck all floors to ensure no dirty streaks are left on the flooring.
8. Care must be taken around toilet to make sure all floorings are dry.
9. Wipe all surfaces with a dry cloth.

CLEANING OF TOILET FLOORS

1. Apply diluted cleaning solution on to the scrubber and scrub top to bottom ensuring dirt/hair are removed from the stainless-steel flooring.
2. Clean small area of the floor and grout and then dry with a sponge.
3. Wet sponge with hot water and remove detergent.
4. Floors have to be cleaned daily with diluted cleaning solution.
5. They have to wipe dry, leaving no body fats or streaks on the stainless-steel floors.
6. Recheck all floors to ensure no dirty streaks are left on the flooring.
7. Wipe all surfaces with a dry cloth.

CLEANING OF MIRRORS

1. Use a damp sponge with water only to wipe the mirror.
2. Glass cleaner is not recommended for cleaning mirrors because it may leave streaks.
3. Dry and polish the mirror with a dry cloth.
4. Wipe entire area of glass.
5. Check for smudges and re-wipe.
6. From a distance check the mirror for stains and marks and leave the mirror spotlessly clean.

Housekeeping Standard Operating Procedures Manual

R Bogdan



Housekeeping Standard Operating Procedures Manual:

Professional Management of Housekeeping Operations Thomas J. A. Jones, 2007-10-26 Now in its fifth edition Professional Management of Housekeeping Operations is the essential practical introduction to the field a complete course ranging from key principles of management to budgeting from staff scheduling to cleaning With expanded attention to leadership and training budgeting and cost control and the increasingly vital responsibility for environmentally safe cleaning the latest edition of this industry standard also includes new case studies that help readers grasp concepts in a real world setting Instructor s Manual Test Bank in both Word and Respondus formats Photographs from the text and PowerPoint Slides are available for download at www.wiley.com/college **Cleaning Validation Manual** Syed Imtiaz Haider, 2010-05-24

During the past decades enormous progress and enhancement of pharmaceutical manufacturing equipment and its use have been made And while there are support documents books articles and online resources available on the principles of cleaning and associated processing techniques none of them provides a single database with convenient ready to use training tools Until now Cleaning Validation Manual A Comprehensive Guide for the Pharmaceutical and Biotechnology Industries elucidates how to train the man power involved in development manufacturing auditing and validation of bio pharmaceuticals on a pilot scale leading to scale up production With over 20 easy to use template protocols for cleaning validation of extensively used equipments this book provides technical solutions to assist in fulfilling the training needs of finished pharmaceutical manufacturers Drawing on the authors more than two decades of experience in the pharmaceutical and biotech industries the text offers hands on training based on current approaches and techniques The book does not merely provide guidelines or thought processes rather it gives ready to use formulas to develop Master Plan SOPs and validation protocols It includes cleaning procedures for the most commonly used equipment in various manufacturing areas and their sampling points using a pharmaceutical manufacturing site with both sterile and non sterile operations as the case facility It also provides the training guidelines on downloadable resources to enable users to amend or adopt them as necessary Grounded in practicality the book s applicability and accessibility set it apart It can be used as a guide for implementing a cleaning validation program on site without the help of external consultants making it a resource that will not be found collecting dust on a shelf but rather referred to again and again **Flow diagrams of a typical community hospital**

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