



SOP0009 – Cleaning Procedure - Dusting and Wiping

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1						
2						
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1. Scope

This procedure details the safe method of Dusting and wiping

2. Responsibilities

Responsible	Task
Cleaning Technician/Franchisee	Actual Operation
Site or Service Unit Team Leader	General Oversight of operation and job Audit
Operations Supervisors	Audit of operations of Site and Service unit team leaders and technicians
Branch/Area Manager	Audit of Control of operations and Division team leaders
General Manager and Operations Manager	Responsible for setting up and monitor safe procedure

3. Approved Equipment/Consumables/Personal Protective Equipment

Approved Consumables	Approved Equipment
Gloves	Labelled Spray Bottles with mist setting
Disinfectant	Colour coded clothes
	Feather duster

Procedure

1. Wearing gloves, take a color-coded cloth and a spray bottle of disinfectant
2. Test a small area to check for discolouring
3. Wipe over all ledges, windowsills and other fixtures and fittings by spraying a small amount on mist setting
4. Take a dry color-coded cloth or feather duster and remove light dust from furniture, fixtures, and fittings.

Cloth Color Coding

- General cleaning (blue)
- Toilets bathrooms, heavy soiled wet areas (red)
- Food service and preparation areas (green)
- First aid/medical areas (yellow)

FORMS AND REGISTERS

Document number	Document Name
OR0037	Approved Consumables List