



SOP0011 – Cleaning Procedure - Dusting & wiping power points and light switches

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1						
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## 1. Scope

This procedure details the safe method of dusting and wiping of power points and light switches

## 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	Colour Coded clothes
Disinfectant	Labelled spray bottle with mist setting

## 4. 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. With a damp but not wet color-coded cloth wipe over light switches and power points and their surrounds, removing any finger marks. When wiping the light fitting and power points ensure that the cloth is not wet so that no moisture goes into the light switch fitting.

### 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