



SOP0017 – Cleaning Procedure – Walls Spot Cleaning

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Rev. #	Date	Details		Description of Changes	Prepared By	Approved by
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1						
2						
3						
4						

1. Scope

This procedure details the safe method of spot cleaning walls

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	Safety Step
Disinfectant	Colour coded Cloths

4. Procedure

1. Put on gloves
2. Assess wall for marks
3. Take colour coded cloth and disinfectant
4. Wipe marks off wall
5. Wipe light switches and power points – SOP0011 – Dusting and wiping power points and light switches
6. Rinse cloth in clean water and wring out



FORMS AND REGISTERS

Document number	Document Name
OR0037	Approved Consumables List
SOP0011	Cleaning Procedure - Dusting & wiping power points and light switches