



SOP0022 – Cleaning Procedure – Hand Basins and Sinks

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1						
2						
3						
4						

1. Scope

This procedure details the safe method of cleaning a hand Basin or sink

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
Toilet and Bathroom Cleaner	
Disinfectant	
Scourer	

4. Procedure

1. With gloves on remove any rubbish or dishes which is visible.
2. Squirt Bathroom & Toilet Cleaner over Hand Basin or sink
3. Scrub the Sink or hand basin with a green scourer
4. Rinse hand basin or sink with clean water from tap
5. Buff polish dry using a colour coded cloth, may require wringing out of cloth a couple of times
6. Wipe over any exposed pipes and fronts of cupboards and benchtop around sink or hand basin with disinfectant (SOP0009)

FORMS AND REGISTERS

Document number	Document Name
OR0037	Approved Consumables List
SOP0009	Cleaning Procedure - Dusting and Wiping