Standard operation procedure for cleaning

1. Policy
Medicine store must be maintained clean, tidy and orderly.

2. Objective
To ensure that the medicine store is maintained at the highest level of cleanliness

3. Scope
To describe the methods by which the cleaning of floors, walls, windows, shelves and stock will be done in the medicine store.

4. Implemented by:
Cleaners

5. Responsibility
It is the responsibility of the head of medicine store to ensure that these procedures are followed.

6. Procedure: Cleaning floors, walls, windows, shelves and stock
6.1 Make a schedule for the cleaning of the medicine store rooms
6.2 Provide the equipment and chemicals required for cleaning.

6.3 Cleaning floors
6.3.1 Sweep floors of all pharmacy areas every morning
6.3.2 Start sweeping from the furthest point of the store
6.3.3 Collect clean water for a quantity enough to clean the store
6.3.4 Collect a clean mop and soap to use for mopping the floors
6.3.5 Dissolve soap in the clean water
6.3.6 Squeeze the mop as dry as is possible before mopping the floor
6.3.7 Do not use dirty water

6.4 Wall and window cleaning
6.4.1 Remove free dust and dirt using a dry duster
6.4.2 Apply window cleaner onto clean cloth and wipe off the dirt from the window
6.4.3 Use water and hose for cleaning the outside of high windows. Make sure the windows are tightly closed
6.4.4 Wipe away dirt from the walls using a mop and clean water with soap or detergent

6.5 Shelves and stock dusting
6.5.1 Clean shelves and stock after cleaning the floors, windows and walls
6.5.2 Dust all shelves in the medicine store with a dry duster
6.5.3 Avoid messing up the labels of containers
6.5.4 Squeeze the mop or duster hard to leave it almost dry before cleaning shelves and containers

7. Distribution List:
Cleaners

SOP from EPN’s online Centre of Excellence - www.epnetwork.org