[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Equipment Cleaning SOP

Standardising how shared equipment (printers, headsets, kitchen appliances) is cleaned, what products are used, and how often, so hygiene does not depend on who is on duty.

Document: Equipment Cleaning SOP **Prepared by:** _____ **Owner:** _____ **Version:** 1.0 **Date:** _____ **Review date:** _____

Fields to complete before use Replace every [bracketed] field, then delete the example rows before use. [Name and role] **(Prepared by):** Name and job title of the person who prepared this document. [Name and role] **(Owner):** Name and job title of the person who owns and maintains this document.

[DD Month YYYY] **(Date):** The date this document is issued. [DD Month YYYY] **(Review date):** The date this document should next be reviewed.

[Equipment list]**:** The equipment this procedure covers, e.g. printers, headsets, kitchen appliances. [Location]**:** The rooms or areas this procedure covers.

[Roles]**:** The roles that follow this procedure. [Exclusions]**:** What this procedure does not cover, e.g. IT repairs, deep carpet cleaning.

[Cleaning cupboard]**:** Where the cleaning products and the approved list are kept. [Facilities contact]**:** Name of the person to report damaged equipment to.

Purpose and scope This procedure covers the cleaning of [Equipment list] in [Location]. It is followed by [Roles]. It does not cover [Exclusions]. Goal: every item listed above is cleaned to the same standard on every clean, and each clean is logged in the sign-off section below. **Safety precautions and products:**

Product	Use on	Never use on
Example: Multi-surface cleaner	Desks, tables, appliance exteriors	Screens, keyboards
Example: Alcohol wipes	Keyboards, headsets, phones	Fabric, unsealed wood

Cleaning steps 1. Power down or unplug the item and remove loose debris, crumbs, and paper dust. 2. Wipe hard surfaces with a cloth dampened with the approved product, working top to bottom.

3. Clean keyboards and headsets with an alcohol wipe, including ear cushions and microphone booms; replace disposable ear covers where fitted. 4. Wipe appliance interiors and leave doors ajar for five minutes to air. 5. Return the item to its place, dispose of used wipes and gloves, and log the clean in the sign-off section below. **Frequency schedule:**

Item	Frequency	Done by
Example: Shared headsets	Daily, end of day	Duty office manager
Example: Printers and copiers	Weekly, Friday	Facilities staff

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Sign-off and records: Cleaned by: _____ **Checked by:** _____

Date: _____ **Faults found:** _____

Completion checklist: [ ] Every item on the frequency schedule is cleaned and logged for this week. [ ] No damaged equipment is left in use without a report to [Facilities contact]. [ ] Cleaning products are restocked and the approved list is on display in [Cleaning cupboard].