Ashford Business Services Ltd

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	Sarah Mitchell
Owner	James Patel
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Purpose and scope

This procedure covers the cleaning of Equipment covered by this procedure in Rooms or areas covered. It is followed by Roles that follow this procedure.

It does not cover What this procedure does not cover.

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

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

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Item	Frequency	Done by

Sign-off and records

Field	Entry
Cleaned by	
Checked by	
Date	
Faults found	

Completion checklist

	Check
	Every item on the frequency schedule is cleaned and logged for this week.
	No damaged equipment is left in use without a report to Sarah Mitchell.
	Cleaning products are restocked and the approved list is on display in Where cleaning products are kept.