

 Discovery Labs	STANDARD OPERATING PROCEDURE			
	SOP No.:	SOP-HR-010-01	Effective Date:	01.04.2018
	Supersedes :	HR-010-00	Next Review Date:	March-2021
	Department:	Human Resources	Page:	1 of 1
TITLE: CLEANING OF TOILETS				

1.0 PURPOSE:

To lay down the Procedure for Cleaning of toilets and Urinals.

2.0 SCOPE:

This procedure is applicable cleaning of Toilets and Urinals using at Discovery Laboratories Pvt. Ltd.

3.0 RESPONSIBILITY:

It is the responsibility of HR department to monitor the cleaning of Toilets and urinals.

4.0 DEFINITIONS:

Nil

5.0 PROCEDURE :

5.1 Cleaning person shall clean the toilets and urinals daily once.

5.2 After cleaning, flush the toilets and urinals with water.

5.3 Rinse the toilets and urinals with disinfectant (Phenyl).

5.4 Clean the ceiling monthly once with broom stick.

5.5 Put the naphthalene ball into urinal pots.

6.0 FORMATS / ANNEXURE(S):

NIL

7.0 CHANGE HISTORY:

Revision No.	Effective Date	Details of Revision	Ref. CCF No.
00	27.03.2013	New SOP Introduced	---
01	01.04.2018	1. SOP revised in-line with SOP "SOP-QA-001-05" 2. Procedure rephrased for better clarity.	CCF/GEN/ 18009

	Prepared by	Reviewed by	Approved by
Sign & Date			
Name	I. Naresh	G.SriVarma	N.Sreedhar
Department	Admin & HR	Admin & HR	Quality Assurance