1. **PURPOSE:**

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

1. **SCOPE:**

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

1. **RESPONSIBILITY:**

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

1. **Definitions:**

Nil

1. **PROCEDURE :**
   1. Cleaning person shall clean the toilets and urinals daily once.
   2. After cleaning, flush the toilets and urinals with water.
   3. Rinse the toilets and urinals with disinfectant (Phenyl).
   4. Clean the ceiling monthly once with broom stick.
   5. Put the naphthalene ball into urinal pots.
2. **Formats / annexure(S):**

NIL

1. **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 |