

Basic Housekeeping Manual for Corporate Building

1. Purpose

This manual provides standard guidelines and procedures for maintaining cleanliness, hygiene, and orderliness in corporate buildings. The objective is to ensure a safe, pleasant, and professional environment for all occupants and visitors.

2. Scope

This SOP applies to all housekeeping staff, supervisors, and contractors responsible for cleaning and maintaining the building premises, including office spaces, restrooms, corridors, lobbies, and exterior areas.

3. Responsibilities

- Housekeeping Supervisor: Plan, assign, and monitor cleaning schedules.
- Housekeepers: Execute cleaning tasks as per SOP and report any damages.
- Facility Manager: Ensure compliance with hygiene standards and resolve escalations.

4. Cleaning Schedule

- Daily: Office cleaning, restroom sanitation, dusting, and garbage disposal.
- Weekly: Deep cleaning of floors, carpets, and windows.
- Monthly: Polishing furniture, cleaning air vents, and removing cobwebs.

5. Standard Cleaning Procedure

- Use appropriate PPE such as gloves and masks.
- Start cleaning from top to bottom (e.g., dust surfaces before mopping floors).
- Use separate color-coded cloths for toilets, desks, and glass cleaning.
- Ensure restrooms are disinfected every two hours.
- Use approved cleaning agents only; follow dilution ratios provided by the supplier.

6. Waste Management

Segregate waste into dry, wet, and hazardous categories. Ensure proper labeling of bins and daily collection. Dispose of waste in accordance with local municipal guidelines.

7. Inspection and Reporting

Supervisors must conduct daily inspections and log cleanliness scores. Any damage or unusual findings should be immediately reported to the Facility Manager for corrective action.

8. Health and Safety

Housekeeping staff must undergo regular health check-ups. Safety signage should be used when floors are wet or under maintenance. Emergency contacts must be displayed prominently in janitor rooms.

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