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Title Page

Process Name

SOP #

Department

Location



Conducted on



Prepared by

Purpose

[SAMPLE ONLY. You may customize this template based on your business requirements]

[A standard operating procedure template should state a clear objective of what needs to be accomplished. This should answer the essential questions such as “what is the target process?”, “why write a SOP for this process?” and “what needs to be improved in this process?”.]

Example (office housekeeping):

The purpose of this SOP is to outline housekeeping services and to ensure that workstations are free of debris and clutter. This is vital to maintaining a safe work environment and to prevent any minor or major incidents from occurring.

Scope

[Operation tasks could vary and can be assigned to different operators. Including a scope in the SOP helps guide the operator or worker concerning the limitation and key areas involved in the process. This section emphasizes who the right audience is and business jargons that will be included throughout the SOP.]

Example (office housekeeping):

This standard operating procedure is intended to guide facility management staff in covering the following office housekeeping duties:

- Window cleaning
 - Carpet care
 - Dusting
 - Waste disposal
-

Procedures

[SAMPLE]

Position the step ladder under the light fixture to be cleaned. Be sure the step ladder is sturdy and in proper repair.

✓ ✗

[You may add photos to illustrate each procedure clearer]

If the light fixture has the egg crate type diffusers, unhook them and set aside. If the diffusers are clear plastic, unhook the panel and bring down to one side.

✓ ✗

With the pack vacuum, vacuum the interior surface of the light fixture. Put on gloves and goggles

✓ ✗

CAUTION: Avoid the excessive use of glass cleaner or water.

Using the glass cleaner and a soft, clean cloth, damp dust the interior of the light fixture and the inside and outside of the plastic diffuser. Dry all surfaces with a soft, clean cloth.

✓ ✗

Relock the plastic diffuser into position, or replace the egg crate diffuser after it has been cleaned.

✓ ✗

Completion

Full Name and Signature of Employee

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