

STANDARD OPERATING PROCEDURES

HOUSEKEEPING

All coach floors & toilets (i.e. floor, wash basin, pipes & health faucet) to be cleaned once in every 2.5 hours (from 0700 Hrs – 2100 Hrs).

CLEANING OF COACH FLOORS

1. Wet cleaning of floors is mandatory 3 times a day (i.e. after breakfast, lunch & dinner) with diluted cleaning solution.
2. Dry mopping of floors every once 3 hours (i.e. 0700 Hrs – 2100 Hrs)
3. Apply diluted cleaning solution on to the scrubber and scrub top to bottom ensuring dirt/hair are removed from the flooring.
4. Clean small area of the floor and grout and then dry with a sponge.
5. Wet sponge with cold water and remove detergent.
6. They must wipe dry, leaving no body fats or streaks on the floors.
7. Recheck all floors to ensure no dirty streaks are left on the flooring.
8. Care must be taken around toilet to make sure all floorings are dry.
9. Wipe all surfaces with a dry cloth.

CLEANING OF TOILET FLOORS

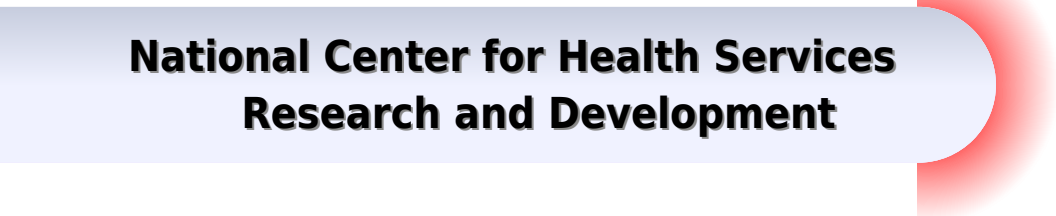
1. Apply diluted cleaning solution on to the scrubber and scrub top to bottom ensuring dirt/hair are removed from the stainless-steel flooring.
2. Clean small area of the floor and grout and then dry with a sponge.
3. Wet sponge with hot water and remove detergent.
4. Floors have to be cleaned daily with diluted cleaning solution.
5. They have to wipe dry, leaving no body fats or streaks on the stainless-steel floors.
6. Recheck all floors to ensure no dirty streaks are left on the flooring.
7. Wipe all surfaces with a dry cloth.

CLEANING OF MIRRORS

1. Use a damp sponge with water only to wipe the mirror.
2. Glass cleaner is not recommended for cleaning mirrors because it may leave streaks.
3. Dry and polish the mirror with a dry cloth.
4. Wipe entire area of glass.
5. Check for smudges and re-wipe.
6. From a distance check the mirror for stains and marks and leave the mirror spotlessly clean.

Housekeeping Standard Operating Procedures Manual

**National Center for Health Services
Research and Development**



Housekeeping Standard Operating Procedures Manual:

Professional Management of Housekeeping Operations Thomas J. A. Jones, 2007-10-26 Now in its fifth edition Professional Management of Housekeeping Operations is the essential practical introduction to the field a complete course ranging from key principles of management to budgeting from staff scheduling to cleaning With expanded attention to leadership and training budgeting and cost control and the increasingly vital responsibility for environmentally safe cleaning the latest edition of this industry standard also includes new case studies that help readers grasp concepts in a real world setting Instructor s Manual Test Bank in both Word and Respondus formats Photographs from the text and PowerPoint Slides are available for download at www.wiley.com/college

Flow diagrams of a typical community hospital National Center for Health Services Research and Development, 1972

Cleaning Validation Manual Syed Imtiaz Haider, 2010-05-24 During the past decades enormous progress and enhancement of pharmaceutical manufacturing equipment and its use have been made And while there are support documents books articles and online resources available on the principles of cleaning and associated processing techniques none of them provides a single database with convenient ready to use training tools Until now *Cleaning Validation Manual A Comprehensive Guide for the Pharmaceutical and Biotechnology Industries* elucidates how to train the man power involved in development manufacturing auditing and validation of bio pharmaceuticals on a pilot scale leading to scale up production With over 20 easy to use template protocols for cleaning validation of extensively used equipments this book provides technical solutions to assist in fulfilling the training needs of finished pharmaceutical manufacturers Drawing on the authors more than two decades of experience in the pharmaceutical and biotech industries the text offers hands on training based on current approaches and techniques The book does not merely provide guidelines or thought processes rather it gives ready to use formulas to develop Master Plan SOPs and validation protocols It includes cleaning procedures for the most commonly used equipment in various manufacturing areas and their sampling points using a pharmaceutical manufacturing site with both sterile and non sterile operations as the case facility It also provides the training guidelines on downloadable resources to enable users to amend or adopt them as necessary Grounded in practicality the book s applicability and accessibility set it apart It can be used as a guide for implementing a cleaning validation program on site without the help of external consultants making it a resource that will not be found collecting dust on a shelf but rather referred to again and again

Model Standard Operating Procedures for Common Hazardous Workplace Activities Richard Skiba, 2024-08-05 This collection of model Standard Operating Procedures is suited to employers organisations and Contractors who do not currently have in place an existing set of or inadequate or ineffective Standard Operating Procedures The collection provides a framework to build a comprehensive set of Standard Operating Procedures focussing on hazardous work activities common to and across a range of industries and sectors Standard Operating Procedures included Working Safely General Shifting Materials Safely Using Manual Handling Methods Work Safely Around Powerlines Work Safely in The

Vicinity of Live Electrical Apparatus Working Safely at Heights Safe Ladder Use Working Safely on Roofs Working Safely on Scaffolding Higher Than Two Metres 6 Feet Working Safely with Industrial Chemicals and Materials Working Safely with Remotely Piloted Aircraft Systems Entering Confined Space Carrying Out Manual Excavation Using Hand and Power Tools Removing Non Friable Asbestos Removing Friable Asbestos Shaping Solid Stone Driving a Heavy Rigid Vehicle Operating Commercial Vehicle Welding Safely Working Around Moving Mobile Plant Working in or Near Pressurised Gas Mains or Piping Undertaking Demolition of a Load Bearing Structure and Working Adjacent to Road or Other Traffic Transport Corridor Aside from model SOP s the book also highlights that how Standard Operating Procedures SOPs can clear consistent instructions to ensure tasks are performed uniformly enhancing quality safety and efficiency while preventing errors and ensuring regulatory compliance The development process for Standard Operating Procedures and common challenges are also addressed **Handbook of Humanitarian Health Care Logistics** George Mc Guire,2015-10-31

The Certified Pharmaceutical GMP Professional Handbook Mark Allen Durivage,2016-05-23 The purpose of this handbook is to assist individuals for the Certified Pharmaceutical Good Manufacturing Practices Professional CPGP examination and provide a reference for the practitioner The second edition reflects the Body of Knowledge which was updated in 2015 This edition has also incorporated additional information including updated references The updates reflect the current trends and expectations of the evolving pharmaceutical industry driven by consumer expectations and regulatory oversight This handbook covers compliance with good manufacturing practices GMPs as regulated and guided by national and international agencies for the pharmaceutical industry It covers finished human and veterinary drugs and biologics and combination devices as well as their component raw materials including active pharmaceutical ingredients APIs and excipients and packaging and labeling operations *Code of Federal Regulations* ,2009 Special edition of the Federal Register containing a codification of documents of general applicability and future effect as of July 1 with ancillaries

Handbook of Validation in Pharmaceutical Processes, Fourth Edition James Agalloco,Phil DeSantis,Anthony Grilli,Anthony Pavell,2021-10-28 Revised to reflect significant advances in pharmaceutical production and regulatory expectations Handbook of Validation in Pharmaceutical Processes Fourth Edition examines and blueprints every step of the validation process needed to remain compliant and competitive This book blends the use of theoretical knowledge with recent technological advancements to achieve applied practical solutions As the industry s leading source for validation of sterile pharmaceutical processes for more than 10 years this greatly expanded work is a comprehensive analysis of all the fundamental elements of pharmaceutical and bio pharmaceutical production processes Handbook of Validation in Pharmaceutical Processes Fourth Edition is essential for all global health care manufacturers and pharmaceutical industry professionals Key Features Provides an in depth discussion of recent advances in sterilization Identifies obstacles that may be encountered at any stage of the validation program and suggests the newest and most advanced solutions Explores

distinctive and specific process steps and identifies critical process control points to reach acceptable results New chapters include disposable systems combination products nano technology rapid microbial methods contamination control in non sterile products liquid chemical sterilization and medical device manufacture

Structural Planning of the Housekeeping Department Mr. Rohit Manglik, 2024-04-06 EduGorilla Publication is a trusted name in the education sector committed to empowering learners with high quality study materials and resources Specializing in competitive exams and academic support EduGorilla provides comprehensive and well structured content tailored to meet the needs of students across various streams and levels

Code of Federal Regulations, Title 40, Protection of Environment, PT. 63 (SEC. 63.1-63.599), Revised as of July 1, 2010, 2010-09-24 [The Code of Federal Regulations of the United States of America](#)

, 1996 The Code of Federal Regulations is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government

Clara Barton National Historic Site Elizabeth Jo Lampl, 2004

Federal Register, 2003-06-23

Process Validation in Manufacturing of Biopharmaceuticals Anurag Singh Rathore, Anurag S. Rathore, Gail Sofer, 2012-05-09 Process Validation in Manufacturing of Biopharmaceuticals Third Edition delves into the key aspects and current practices of process validation It includes discussion on the final version of the FDA 2011 Guidance for Industry on Process Validation Principles and Practices commonly referred to as the Process Validation Guidance or PVG issued in final form on January 24 2011 The book also provides guidelines and current practices as well as industrial case studies illustrating the different approaches that can be taken for successful validation of biopharmaceutical processes Case studies include Process validation for membrane chromatography Leveraging multivariate analysis tools to qualify scale down models A matrix approach for process validation of a multivalent bacterial vaccine Purification validation for a therapeutic monoclonal antibody expressed and secreted by Chinese Hamster Ovary CHO cells Viral clearance validation studies for a product produced in a human cell line A much needed resource this book presents process characterization techniques for scaling down unit operations in biopharmaceutical manufacturing including chromatography chemical modification reactions ultrafiltration and microfiltration It also provides practical methods to test raw materials and in process samples Stressing the importance of taking a risk based approach towards computerized system compliance this book will help you and your team ascertain process validation is carried out and exceeds expectations

Pharmaceutical Production Bill Bennett, Graham Cole, 2003 This title is a general introduction aimed at all those involved in the engineering stages required for the manufacture of the active ingredient and its dosage forms

Tolley's Practical Risk Assessment Handbook Mike Bateman, 2006-08-14 Risk assessment has become the backbone of health and safety management in the UK and elsewhere Employers have a legal duty to prove that risk assessments have been carried out and to ensure that appropriate precautions have been implemented Mike Bateman demystifies the risk assessment process and how it relates to UK legislation He covers both the general techniques and the assessment of specific risks such as hazardous

substances COSHH noise manual handling Display Screen Equipment DSE workstations Personal Protective Equipment PPE fire asbestos and work at height The book is practical in its approach to risk assessment rather than being overly legalistic or academic and tells the reader how to go about risk assessment not just what the legislation requires It contains numerous checklists forms and worked examples for a variety of hazards and industries This edition has been fully updated to take into account the impact of the following requirements on risk assessments Work at Height Regulations 2005 full new chapter Control of Noise at Work Regulations 2005 Regulatory Reform Fire Safety Order RRFSO 2006 Mike Bateman runs his own health and safety consultancy and specialises in risk assessments He is a corporate member of IOSH and a registered health and safety practitioner , *Good Manufacturing Practices for Pharmaceuticals, Seventh Edition* Graham P.

Bunn,2019-02-04 This book provides insight into the world of pharmaceutical quality systems and the key elements that must be in place to change the business and organizational dynamics from task oriented procedure based cultures to truly integrated quality business systems that are self detecting and correcting Chapter flow has been changed to adopt a quality systems organization approach and supporting chapters have been updated based on current hot topics including the impact of the worldwide supply chain complexity and current regulatory trends [Handbook of Food Engineering](#) Dennis R.

Heldman,Daryl B. Lund,Cristina Sabliov,2018-12-19 As the complexity of the food supply system increases the focus on processes used to convert raw food materials and ingredients into consumer food products becomes more important The Handbook of Food Engineering Third Edition continues to provide students and food engineering professionals with the latest information needed to improve the efficiency of the food supply system As with the previous editions this book contains the latest information on the thermophysical properties of foods and kinetic constants needed to estimate changes in key components of foods during manufacturing and distribution Illustrations are used to demonstrate the applications of the information to process design Researchers should be able to use the information to pursue new directions in process development and design and to identify future directions for research on the physical properties of foods and kinetics of changes in the food throughout the supply system Features Covers basic concepts of transport and storage of liquids and solids heating and cooling of foods and food ingredients New chapter covers nanoscale science in food systems Includes chapters on mass transfer in foods and membrane processes for liquid concentration and other applications Discusses specific unit operations on freezing concentration dehydration thermal processing and extrusion The first four chapters of the Third Edition focus primarily on the properties of foods and food ingredients with a new chapter on nanoscale applications in foods Each of the eleven chapters that follow has a focus on one of the more traditional unit operations used throughout the food supply system Major revisions and or updates have been incorporated into chapters on heating and cooling processes membrane processes extrusion processes and cleaning operations *2017 CFR Annual Print Title 40 Protection of Environment - Part 63 (63.1 to 63.599)* Office of The Federal Register,2017-07-01

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