

SOP 02: Home kitchen and office kitchenette

Template v1.0 | Site version/date: _____ | Approved by: _____

Purpose: Clean agreed accessible surfaces without extending the job into appliance servicing or specialist food sanitation.

Scope and exclusions: Ordinary home kitchens and office kitchenettes. Excludes commercial food operations, appliance interiors unless separately agreed, pest contamination and moving heavy appliances.

Responsible role: Assigned cleaner; site lead approves any scope change.

Preparation: Confirm cool, safely accessible work areas, food/personal-item arrangements and surface materials. Record existing damage before work.

Tools: Kitchen-only cloths, suitable non-damaging tools, floor equipment, approved products and specified PPE.

Complete before use: Site; surfaces/appliance models; manufacturer instructions; product IDs; food-contact restrictions and rinse requirements; excluded areas; waste route.

Steps

1. Review the task list and product register. Clear only the items the client has agreed you may move; do not handle exposed food or private paperwork.
2. Remove ordinary loose debris and empty agreed bins without compressing waste. Report sharp or unknown contents instead of reaching in.
3. Clean accessible upper surfaces and appliance exteriors using the recorded manufacturer-compatible method; avoid controls, openings and live electrical parts unless specifically covered.
4. Clean counters, backsplash and sink with the approved surface method. Follow recorded food-contact and rinse requirements; use SOP 04 only where a disinfection task is approved.
5. Complete agreed floor work toward a clear exit. Keep used kitchen cloths separate from bathroom tools and clean supplies under SOP 05.
6. Inspect surfaces and the exit route, replace authorized items, and record any excluded, unfinished or damaged area before handing back the room.

Finish checks: Agreed surfaces are visibly clean, no avoidable product residue remains, items are returned as agreed and the floor is safe for use.

Stop and report: Pause for hot equipment, an unidentified surface/product, a gas or electrical concern, pest waste or specialist contamination. Do not diagnose or repair appliances.

Exception record: Record missed task and reason, any scope request, person notified and agreed next action. Record actual time separately; no fixed room-time target overrides instructions.

Training check: Observe counter and appliance method selection, food-contact instruction checks, cloth separation and the exit inspection.