

Color Coded Cleaning Tool Brush Broom Segregation SOP

1.0 Objective & Quality Standard

The objective of this SOP is to establish a standardized color-coded system for segregating cleaning tools (brushes, brooms, dustpans, mops) across designated zones in the facility. This prevents cross-contamination of materials, debris, and allergens between production areas, assembly lines, and quality control stations. The quality standard requires that no cleaning tool assigned to one zone is used in another zone, and all tools are stored on color-coded shadow boards or racks within their designated area. Visual audits must confirm 100% compliance with color assignments at the start of each shift.

2.0 Required Tools & Gauges

- Color-coded cleaning brushes (red, blue, green, yellow, white) – one set per zone
- Color-coded brooms and dustpans (matching zone colors)
- Color-coded mop handles and buckets (if applicable)
- Shadow board or wall-mounted rack with color-coded outlines
- Permanent marker or label maker for tool identification
- Digital camera or smartphone for audit documentation
- Color code zone map (laminated poster)

3.0 Safety & Material Handling

- Wear cut-resistant gloves when handling brushes with stiff bristles to avoid skin abrasion.
- Ensure all cleaning tools are dry before storage to prevent mold growth and slippery floors.
- Do not overreach when placing tools on high racks; use a step stool to avoid falls.
- Keep cleaning tool handles pointed downward when storing to prevent accidental contact with eyes or face.
- Report any broken or frayed brush bristles immediately to the supervisor for replacement.

4.0 Step-by-Step Procedure

1. Review the facility color code zone map posted at the cleaning station. Confirm the assigned color for each zone: Red for raw material storage, Blue for assembly line, Green for quality control lab, Yellow for packaging area, White for office/break room.
2. Inspect each cleaning tool to ensure it has a color-coded band, sticker, or painted handle matching its designated zone. If missing, apply a permanent marker stripe or adhesive label in the correct color.
3. Place the color-coded shadow board or rack in a visible, accessible location within the zone. Ensure the board has clearly outlined shapes for each tool type (brush, broom, dustpan).
4. Hang each tool on the shadow board so that the tool outline matches the tool shape and color. For example, a red broom must hang on the red broom outline in the red zone.

5. Verify that no tool from a different color zone is present in the current zone. If a miscolored tool is found, remove it and place it in a designated quarantine bin labeled 'Misplaced Tools'.
6. Perform a visual sweep of the zone floor and workstations to ensure no cleaning tools are left lying around. All tools must be stored on the shadow board when not in use.
7. Take a photograph of the shadow board and the zone floor for the daily audit log. Ensure the photo clearly shows all tools in their correct positions.
8. Record the audit results on the 'Color Coded Cleaning Tool Audit Sheet' (ShopDocs form). Note any missing, damaged, or misplaced tools and assign corrective actions.
9. If a tool is damaged (e.g., broken handle, frayed bristles), tag it with a red 'Out of Service' tag and place it in the maintenance bin. Do not use it until repaired or replaced.
10. At the end of each shift, the zone operator must sign off on the audit sheet confirming that all tools are stored correctly and the zone is ready for the next shift.

5.0 Verification & Defect Reporting

1. The QA manager or shift lead will conduct a weekly unannounced audit of all zones to verify compliance with the color code system. Use the 'Color Code Compliance Checklist' in ShopDocs.
2. If a tool is found in the wrong zone, immediately red-tag it and place it in the quarantine bin. The zone operator must complete a 'Tool Misplacement Incident Report' within 30 minutes.
3. For repeated misplacements (3 or more in a month), initiate a root cause analysis (RCA) to determine if the shadow board layout is confusing or if additional training is needed.
4. If a tool is missing for more than 24 hours, escalate to the production supervisor. The missing tool must be replaced within 48 hours to maintain zone cleanliness standards.
5. All out-of-compliance findings must be logged in the ShopDocs QA module with photos and corrective actions. The log is reviewed during the monthly 5S committee meeting.

Regulatory Disclaimer: This document is a generic quality assurance template. The end-user assumes all liability for validating all dimensional tolerances, testing procedures, and engineering specifications against actual production requirements before deployment.