

**Work Instruction:** SOP 6  
**Original Date of Issue:** 1/9/2020  
**Revision Date:**

**Title:** Spraybooth Cleaning  
**Revision No:** 0  
**Approved By:**

Doc 28

1. **Purpose of this Standard Operating Procedure:**  
To ensure regular cleaning of the Spraybooth.
2. **Scope:**  
This Work Instruction applies to all Spraybooth systems at Cox Automotive / CWL Bodyshops.
3. **References:**  
The Company Compliance Manual.
4. **Responsibilities:**  
General Manager / Supervisors / All Staff Members.
5. **PPE:**  
Gloves, Particle Dust Masks and Goggles.
6. **Materials:**  
Non required.
7. **Procedure:**  
Visual Assessment of required cleaning & recording
  - a) Internal check of the Spraybooth must be carried out daily to ensure cleanliness.
  - b) Removal of dust should only be carried out using a vacuum cleaner, not a broom.
  - c) Waste dust should be disposed of in accordance with the legislative requirements.
  - d) Ensure that any waste water is collected in to a waste container and treated as special waste.
  - e) Complete the entries in the Cleaning Log (see illustration below).

**Cox**  
AUTOMOTIVE™ **Spraybooth Cleaning & Maintenance Log**

Location:		Booth ID No:	
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Clean Ceiling & Grills	Clean Floor / Side Grills & Pit / Vents / Plenums	Clean Floor Area	Wipe Walls Down & Tack-Coat / Re-Cover	Check & Replace internal Air Regulator Filters	Clean Door Seals & Hinges	Clean Door Vision Glass	Clean Lighting Glass / Check for Cracks	Replace Daylight Tubes / Bulbs	Check LEV / Spray Cycle Efficiency
Date	Date	Date	Date	Date	Date	Date	Date	Date	Date

- f) In the event that there is a spillage of waste water / dust, this must be recorded and reported immediately to the General Manager who will investigate and effect repairs accordingly.

Please sign this document (below) as acknowledgement that you have read and understand the contents of this Standard Operating Procedure.

Employee Name: «Employee\_Name» Job Title: «Job\_Title»

Dated This Day: \_\_\_\_\_ Signature: \_\_\_\_\_