

# SOP Template: Cleaning and Sanitation Requirements for Storage Areas

This SOP details the **cleaning and sanitation requirements for storage areas**, emphasizing proper cleaning techniques, frequency of sanitation, approved cleaning agents, and waste disposal procedures. It aims to maintain hygienic storage conditions, prevent contamination, and ensure compliance with health and safety standards to protect stored products and personnel.

## 1. Purpose

To describe the standardized procedure for cleaning and sanitizing storage areas, ensuring cleanliness, preventing contamination, and maintaining compliance with health and safety regulations.

## 2. Scope

This procedure applies to all storage areas used for storing products, materials, equipment, or supplies within the facility.

## 3. Responsibilities

- **Cleaning Staff:** Responsible for executing cleaning and sanitation tasks.
- **Supervisors:** Responsible for monitoring, verifying, and documenting cleaning and sanitation activities.
- **All Personnel:** Expected to maintain cleanliness and promptly report sanitation issues.

## 4. Approved Cleaning Agents

- Use only facility-approved cleaning and disinfectant agents.
- Refer to the Safety Data Sheet (SDS) for each agent prior to use.
- Follow manufacturer's instructions for dilution and contact time.

## 5. Cleaning Techniques & Frequency

Area/Item	Cleaning Technique	Frequency
Floors	Sweep debris, mop with detergent, rinse, apply sanitizer	Daily
Shelves/Racks	Wipe with detergent solution, rinse, sanitize	Weekly, or as needed
Walls & Doors	Spot clean to remove visible soil, sanitize	Monthly, or as needed
Equipment	Disassemble (if possible), clean, rinse, sanitize components	After use or weekly
Bins/Containers	Empty, wash with detergent, rinse, sanitize	After each use
High-Touch Areas (switches, handles, etc.)	Wipe with sanitizer	Daily

## 6. Waste Disposal Procedures

- Remove trash and debris from storage areas daily.
- Segregate recyclable, non-recyclable, and hazardous waste as per facility guidelines.
- Dispose of waste in appropriate containers and designated disposal areas.
- Disinfect waste bins weekly or as needed.
- All spills must be cleaned and sanitized immediately.

## 7. Documentation

- Complete cleaning and sanitation logs after each activity.

- Supervisors must verify and sign cleaning checklists weekly.
- Retain records for at least one year for inspection purposes.

## 8. Safety Precautions

- Wear appropriate personal protective equipment (PPE) per cleaning agent SDS.
- Ensure adequate ventilation during cleaning and sanitation.
- Store cleaning agents securely and away from stored products.

## 9. Revision and Review

- This SOP shall be reviewed annually or upon significant procedural updates.
- All revisions must be documented and communicated to staff.

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**Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reviewer:** \_\_\_\_\_ **Date:** \_\_\_\_\_