

SOP: Environmental Cleaning and Disinfection Guidelines

This SOP details **environmental cleaning and disinfection guidelines**, emphasizing effective methods for maintaining hygiene, proper selection and use of disinfectants, cleaning schedules, and protocols to prevent contamination and infection. The goal is to ensure a safe and sterile environment by implementing systematic cleaning practices and minimizing the risk of environmental hazards.

1. Purpose

To provide standardized procedures for cleaning and disinfecting environmental surfaces to prevent contamination and reduce the risk of infection.

2. Scope

This SOP applies to all staff involved in cleaning and disinfection within the facility, including high-touch areas, patient care areas, laboratories, and administrative spaces.

3. Responsibilities

- **Cleaning Staff:** Execute cleaning and disinfection protocols as outlined.
- **Supervisors:** Ensure adherence to SOP and provide necessary training.
- **All Employees:** Maintain hygiene and promptly report spills or contamination.

4. Definitions

- **Cleaning:** Removal of visible dirt, dust, and organic matter from surfaces.
- **Disinfection:** Application of chemical agents to eliminate pathogens on surfaces.
- **High-Touch Surfaces:** Frequently touched areas such as doorknobs, switches, and railings.

5. Selection and Use of Disinfectants

1. Use only approved disinfectants as per facility guidelines and regulatory body recommendations.
2. Verify the disinfectant's spectrum of activity and appropriate contact time.
3. Prepare solutions according to manufacturer instructions.
4. Wear appropriate personal protective equipment (PPE) during preparation and use.

6. Cleaning and Disinfection Procedure

1. Wash hands and don PPE before starting.
2. Remove visible debris and trash from the area.
3. Clean surfaces with detergent and water.
4. Apply disinfectant to all surfaces, ensuring recommended contact time is achieved.
5. Allow surfaces to air dry where possible.
6. Dispose of cleaning materials as per infection control policies.
7. Remove PPE and perform hand hygiene after completion.

7. Cleaning Schedule

Area	Frequency	Responsible Staff
High-touch Surfaces (e.g., door handles, switches)	At least twice daily	Cleaning Staff
Restrooms	After each shift or as needed	Cleaning Staff
Patient Care Areas	After discharge/transfer and daily	Cleaning Staff
Administrative Areas	Daily	Cleaning Staff

8. Spill and Contamination Protocol

1. Isolate and restrict access to the affected area.
2. Use appropriate PPE for cleanup.
3. Remove solid materials with disposable cloths.
4. Clean and disinfect area thoroughly, following up with waste disposal according to biohazard policies.
5. Report all incidents to supervisor.

9. Training and Compliance

- All staff must undergo regular training on updated cleaning and disinfection practices.
- Compliance audits will be conducted periodically.

10. Documentation

- Maintain records of cleaning schedules, materials used, and incidents.
- Documentation must be accessible for inspection and review.

11. References

- Facility infection control policies
- Relevant local and international guidelines (e.g., CDC, WHO)
- Manufacturer recommendations for disinfectants

12. Revision History

Version	Date	Description	Author
1.0	2024-06-XX	Initial Release	[Name]