

# SOP Template: Cleanliness and Sanitation Checklist Before and After Use

This SOP details the **cleanliness and sanitation checklist before and after use** of equipment and facilities, emphasizing the importance of maintaining hygiene standards to prevent contamination and ensure safety. It includes step-by-step cleaning procedures, required sanitizing agents, inspection criteria, and documentation protocols to verify compliance. This process is essential for promoting a healthy environment, extending equipment lifespan, and supporting overall operational efficiency.

## 1. Scope

This SOP applies to all staff responsible for operating, cleaning, and sanitizing equipment and facilities.

## 2. Responsibilities

- All staff must follow cleaning and sanitation procedures before and after equipment/facility use.
- Supervisors are responsible for ensuring compliance and maintaining records.

## 3. Required Materials

- Approved cleaning detergents
- Sanitizing agents (e.g., alcohol-based solutions, chlorine bleach)
- Personal protective equipment (PPE): gloves, masks, aprons
- Cleaning tools: brushes, cloths, mops, buckets
- Inspection forms / checklists

## 4. Cleaning and Sanitation Procedures

### Before Use

1. Wear appropriate PPE before starting the cleaning process.
2. Inspect the equipment/facility for any visible dirt, debris, or residue.
3. Wipe down surfaces with approved cleaning detergent and a clean cloth.
4. Rinse surfaces as required.
5. Apply approved sanitizing agent; allow to air dry per manufacturer instructions.
6. Complete the **"Before Use"** checklist and notify the supervisor of completion.

### After Use

1. Remove any leftover materials or waste from equipment/facility.
2. Repeat cleaning steps: wipe down surfaces, rinse, and sanitize thoroughly.
3. Inspect for missed spots or persistent residue.
4. Dispose of used cleaning materials and PPE properly.
5. Complete the **"After Use"** checklist and submit records as required.

## 5. Inspection Criteria

- No visible dirt, stains, or residue
- Surfaces are dry and free from cleaning or sanitizing agent residue
- Equipment/facility components are correctly reassembled (if disassembled)
- Logs and checklists are accurately completed

## 6. Documentation Protocol

- All completed checklists are to be dated, signed, and stored in the designated logbook or digital system.
- Any issues or deviations detected during inspections must be reported and corrective action documented.

## 7. Cleanliness and Sanitation Checklist

Step	Before Use	After Use	Inspector Initials	Date/Time
Wipe down all surfaces	<input type="checkbox"/>	<input type="checkbox"/>		
Sanitize using approved agent	<input type="checkbox"/>	<input type="checkbox"/>		
Inspect for cleanliness	<input type="checkbox"/>	<input type="checkbox"/>		
Dispose of waste/PPE	<input type="checkbox"/>	<input type="checkbox"/>		
Record checklist completion	<input type="checkbox"/>	<input type="checkbox"/>		

**Note:** Regular review and update of this SOP is recommended to align with new hygiene guidelines and improve operational efficiency.