

# SOP: Daily OPD Cleanliness, Maintenance, and Waste Disposal

This SOP details the procedures for **daily OPD cleanliness, maintenance, and waste disposal**, focusing on systematic cleaning schedules, proper sanitization of surfaces and equipment, routine maintenance checks, and safe segregation and disposal of medical and non-medical waste to ensure a hygienic and safe outpatient department environment for patients and staff.

## 1. Purpose

To establish standardized procedures for maintaining cleanliness, performing preventive maintenance, and managing waste in the OPD to ensure infection control and patient/staff safety.

## 2. Scope

This procedure applies to all housekeeping, nursing, support, and maintenance staff within the OPD area.

## 3. Responsibilities

- **Housekeeping Staff:** Daily cleaning and waste collection as per SOP.
- **Nursing Staff:** Ensure surfaces and non-disposable equipment are sanitized.
- **Maintenance Staff:** Routine checks and prompt repairs of OPD infrastructure and equipment.
- **Waste Management Team:** Safely handle, segregate, and dispose of waste.
- **OPD Supervisor:** Monitor and document compliance, report issues.

## 4. Procedure

### 4.1 Daily Cleaning Schedule

Area/Item	Frequency	Method	Responsible Staff
Floors	Twice daily & as needed	Sweep & mop with approved disinfectant	Housekeeping
Patient waiting areas	Twice daily & after peak hours	Wipe benches, chairs, and high-touch surfaces	Housekeeping
Consultation rooms	After each session	Sanitize furniture, equipment, and doorknobs	Nursing/Housekeeping
Restrooms	Every 2 hours	Clean and disinfect all fixtures and surfaces	Housekeeping
Medical equipment (non-disposable)	After each patient use	Wipe with appropriate disinfectant	Nursing

### 4.2 Maintenance Checks

1. Inspect lighting, water supply, ventilation, and furniture daily.
2. Check for equipment malfunctions; log issues in maintenance register.
3. Report urgent issues to maintenance team immediately.
4. Ensure repairs are addressed within 24 hours.

### 4.3 Waste Disposal

1. **Segregation:**
  - Use color-coded bins for biomedical waste (yellow/red/blue/white as per guidelines) and green/black for general waste.
  - Place sharp objects in puncture-proof containers immediately after use.
2. **Collection & Transport:**
  - Collect waste at designated intervals and when three-fourths full.
  - Label and seal bins before transport to storage/collection point.
  - Do not mix medical and general waste.

### **3. Disposal:**

- Ensure timely handover to authorized waste handlers as per hospital/municipal guidelines.
- Clean and disinfect waste bins daily.

## **5. Documentation & Monitoring**

- Maintain daily cleaning, maintenance, and waste disposal checklists/sign-off sheets.
- OPD Supervisor to conduct random inspections and address non-compliances.
- Record incidents of spills, breakages, or improper waste handling and submit incident reports.

## **6. Safety Precautions**

- Ensure staff wear appropriate PPE during cleaning and waste handling.
- Follow hand hygiene protocols at all times.
- Provide training in cleaning and waste management to all relevant staff.

## **7. Review**

This SOP shall be reviewed annually or as needed based on audit findings, new guidelines, or identified risks.