

# Standard Operating Procedure (SOP)

## Housekeeping and Laboratory Cleanliness Standards

This SOP details **housekeeping and laboratory cleanliness standards**, encompassing proper waste disposal, regular cleaning schedules, maintenance of work surfaces and equipment, contamination prevention protocols, storage and organization of materials, and personal hygiene requirements. The goal is to maintain a safe, efficient, and sterile laboratory environment that supports accurate experimental results and ensures the well-being of all personnel.

### 1. Purpose

To establish standardized procedures for maintaining cleanliness and order in the laboratory, minimizing risks of contamination, and ensuring safety and efficiency for all personnel.

### 2. Scope

This SOP applies to all laboratory personnel, contractors, and visitors within the laboratory premises.

### 3. Responsibilities

- **Lab Manager/Supervisor:** Oversees compliance with this SOP, assigns cleaning duties, and monitors schedule adherence.
- **All Personnel:** Responsible for maintaining their work areas, properly disposing of waste, and following cleanliness and hygiene protocols.
- **Cleaning Staff:** Responsible for thorough cleaning of general laboratory areas as per schedule.

### 4. Housekeeping Procedures

- 1. Personal Hygiene**
  - Wash hands before and after handling chemicals, samples, or equipment.
  - Wear appropriate personal protective equipment (PPE) at all times.
  - Report any spills, contamination, or broken glassware immediately.
- 2. Work Surface and Equipment Maintenance**
  - Clean and disinfect benches before and after use.
  - Return equipment to designated storage areas after use.
  - Inspect equipment for cleanliness and signs of contamination regularly.
- 3. Waste Disposal**
  - Segregate waste according to type: general, chemical, biohazard, sharps, and glass.
  - Use appropriately labeled containers for each waste type.
  - Do not overfill waste containers; seal and replace as necessary.
  - Follow institutional and legal disposal requirements for hazardous materials.
- 4. Contamination Prevention**
  - Avoid eating, drinking, or storing food in the lab.
  - Label all samples, reagents, and solutions accurately.
  - Decontaminate all surfaces and equipment after spills or contact with hazardous substances.
- 5. Storage and Organization of Materials**
  - Store chemicals, reagents, and samples according to compatibility and hazard classification.
  - Maintain clear labeling and up-to-date inventories for all hazardous materials.
  - Keep aisles, exits, and safety equipment unobstructed at all times.

### 6. Routine Cleaning Schedule

Area/Item	Frequency	Responsible Party
Work Benches & Surfaces	Before & after each use; daily	All Personnel
Floors	Daily	Cleaning Staff
Waste Containers	Daily or when 3/4 full	All Personnel
Equipment (e.g., centrifuges, pipettes)	Weekly or after contamination	All Personnel

Storage Shelves & Cabinets	Monthly	Cleaning Staff
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5. Records and Documentation

- Maintain cleaning logs and inspection records for at least one year.
- Report and document any incidents related to cleanliness or contamination.

6. References

- Institutional laboratory safety manual
- Relevant local, state, or national regulations on laboratory practices

7. Revision History

Date	Version	Description of Change	Approved By
2024-06-01	1.0	Initial release	Lab Manager