

# Standard Operating Procedure (SOP)

## Pest Control and Facility Cleanliness Procedures

This SOP details **pest control and facility cleanliness procedures**, encompassing strategies for effective pest management, routine cleaning schedules, sanitation standards, waste disposal protocols, monitoring and inspection methods, use of pesticides and chemicals, and staff training on hygiene practices. The objective is to maintain a clean and hygienic environment, prevent pest infestations, ensure compliance with health regulations, and safeguard the safety and quality of products and facilities.

### 1. Purpose

To define procedures for pest control and facility cleanliness to ensure a hygienic, safe, and pest-free environment in compliance with health and safety regulations.

### 2. Scope

This procedure applies to all operational areas, storage areas, waste collection points, and surrounding premises.

### 3. Responsibilities

- **Facility Manager:** Ensure implementation and compliance with this SOP.
- **Pest Control Team:** Carry out pest management and monitoring activities.
- **Cleaning Staff:** Perform cleaning, sanitation, and waste disposal tasks as scheduled.
- **All Staff:** Adhere to hygiene practices and report cleanliness or pest issues.

### 4. Procedures

#### 4.1 Pest Control Strategies

- Conduct regular pest risk assessments of facility areas.
- Implement integrated pest management (IPM) practices (e.g., eliminate food/water sources, seal entry points).
- Schedule routine professional pest control services (specify frequency, e.g. monthly/quarterly).
- Maintain a pest sighting/log book for reporting and tracking pest activity.

#### 4.2 Facility Cleaning Schedules

Area	Frequency	Responsible
Production/Operational Areas	Daily	Cleaning Staff
Storage/Warehousing	Weekly	Cleaning Staff
Restrooms	Twice Daily	Cleaning Staff
Waste Disposal Areas	Daily	Cleaning Staff
Common Areas (Offices, Hallways)	Daily	Cleaning Staff

#### 4.3 Sanitation Standards

- Use approved cleaning agents and follow proper dilution/instructions.
- Ensure all surfaces are free of food residues, dust, and debris.
- Disinfect high-touch areas (doors, switches, equipment) multiple times per day.
- Document all cleaning activities in the cleaning log.

#### 4.4 Waste Disposal Protocols

- Segregate waste according to type (organic, recyclable, hazardous).
- Empty bins at scheduled intervals; ensure bins are covered and lined.
- Clean and sanitize waste bins regularly.
- Dispose of waste according to local environmental and safety regulations.

#### 4.5 Monitoring and Inspection Methods

- Conduct weekly facility inspections for cleanliness and pest activity.
- Maintain inspection records and corrective action reports.
- Place traps or monitoring devices in designated areas as needed.
- Review pest control and hygiene logs during internal audits.

#### **4.6 Use of Pesticides and Chemicals**

- Only trained personnel may handle pesticides and cleaning chemicals.
- Use only approved products; follow label directions and safety data sheets (SDS).
- Store chemicals in clearly labeled, secure storage areas.
- Record all pesticide applications in the pest control logbook.
- Ensure minimal risk to food, production materials, and personnel.

#### **4.7 Staff Training and Hygiene Practices**

- All staff receive initial and annual refresher training on:
  - Personal hygiene and handwashing
  - Reporting procedures for pest sightings and cleanliness issues
  - Proper cleaning and sanitation practices
  - Hazard and chemical safety
- Display hygiene instructions and pest control reporting methods in key areas.

### **5. Documentation & Records**

- Pest Sightings/Log Book
- Cleaning Schedules and Logs
- Inspection Checklists and Reports
- Pesticide/Chemical Usage Records
- Training Attendance Records

### **6. Compliance & Review**

- Review and update SOP annually or as regulations/operations change.
- Audits to verify implementation and effectiveness of procedures.
- Immediate corrective action for any deviations.

### **7. References**

- Local and national health and safety regulations
- MSDS/SDS for chemicals and pesticides
- Internal food safety and sanitation policies (if applicable)