

SOP: Sanitation Schedule and Frequency for All Areas

This SOP details the **sanitation schedule and frequency** for all areas, outlining routine cleaning tasks, designated cleaning times, responsible personnel, and specific sanitizing agents to be used. It ensures a consistent and effective approach to maintaining hygiene standards, preventing contamination, and promoting a safe and healthy environment across all operational zones.

1. Purpose

To establish a systematic sanitation schedule, assign responsibilities, and specify cleaning agents to uphold hygiene throughout all facility areas.

2. Scope

This SOP covers all operational zones, including production, storage, restrooms, offices, and common areas.

3. Responsibilities

- **Sanitation Staff:** Perform cleaning tasks per schedule.
- **Supervisors:** Monitor compliance and verify completed tasks.
- **All Employees:** Maintain personal cleanliness and report issues.

4. Sanitation Schedule & Frequency

Area	Tasks	Frequency	Responsible Personnel	Sanitizing Agents
Production Floor	Sweep, mop, sanitize surfaces & equipment	Daily (End of Shift), Spill Cleanup as needed	Sanitation Staff	Food-grade surface sanitizer
Storage Area	Sweep, dust, sanitize shelving/racks	Weekly, Spot cleaning as needed	Sanitation Staff	Multipurpose disinfectant
Restrooms	Clean floors, toilets, sinks, restock supplies	Twice Daily (morning and afternoon)	Janitorial Staff	Bathroom cleaner, disinfectant
Offices	Empty trash, sanitize surfaces, vacuum/mop	Daily	Sanitation Staff	Multipurpose disinfectant
Break Rooms & Common Areas	Wipe tables, sanitize appliance handles, mop floors	Daily	Sanitation Staff	Food-contact safe disinfectant
Entrances/Exits	Clean doors, handles, floor mats	Twice Daily	Sanitation Staff	Multipurpose disinfectant

5. Procedure

1. Use recommended personal protective equipment (PPE) when handling cleaning agents.
2. Follow schedule as outlined above.
3. Complete and sign sanitation checklists post-task.
4. Report cleaning or repair needs to supervisor promptly.
5. Record all activities in the sanitation logbook.

6. Records

- Sanitation schedules/checklists
- Sanitation logbook entries
- Supervisor inspection logs

7. Review

This SOP shall be reviewed annually or as needed to ensure compliance with hygiene standards and operational requirements.