

# SOP: Scheduled Cleaning and Disinfection of Common Areas

This SOP details the procedures for **scheduled cleaning and disinfection of common areas**, including the identification of high-touch surfaces, selection of appropriate cleaning agents and disinfectants, frequency of cleaning tasks, proper use of personal protective equipment (PPE), waste disposal protocols, and documentation of cleaning activities. The goal is to maintain a hygienic environment, reduce the risk of infection transmission, and ensure the health and safety of all occupants in shared spaces.

## 1. Purpose

To ensure effective and regular cleaning and disinfection of shared/common areas, thereby minimizing infection risks and safeguarding occupant health.

## 2. Scope

This SOP applies to all personnel responsible for cleaning and maintenance of common spaces, such as lobbies, corridors, restrooms, cafeterias, elevators, stairways, and meeting rooms.

## 3. Responsibilities

- **Cleaning Staff:** Perform cleaning/disinfection as per this SOP, use PPE, maintain records.
- **Supervisors:** Ensure compliance, inspect areas, maintain supply of cleaning materials.
- **Management:** Provide training, approve cleaning schedules, review SOP regularly.

## 4. Identification of High-Touch Surfaces

- Door handles/knobs and push plates
- Light switches
- Elevator buttons
- Handrails
- Restroom fixtures (faucets, flush handles)
- Communal equipment (phones, photocopiers)
- Tables, chairs, countertops

## 5. Selection of Cleaning Agents and Disinfectants

- Use EPA-registered disinfectants or those approved by local authorities.
- Follow manufacturer's instructions for dilution, contact time, and handling.
- Store chemicals safely, out of reach of unauthorized persons.

## 6. Scheduled Cleaning Frequency

Area/Surface	Frequency
High-touch surfaces (doorknobs, switches)	At least 3 times daily
Restrooms	Every 2 hours or as needed
Floors and communal tables/counters	Daily
Elevators, stair rails	Every 4 hours
Other general surfaces	Daily

## 7. Personal Protective Equipment (PPE)

- Wear gloves and disposable masks. Eye protection and gowns/aprons recommended when splashing is possible.
- Dispose of PPE as per facility protocols after cleaning.
- Wash hands with soap and water immediately after removing PPE.

## 8. Cleaning and Disinfection Procedure

1. Put on appropriate PPE before entering the area.
2. Remove visible dirt/debris with detergent/soap and water.
3. Apply disinfectant to surfaces, ensuring the recommended contact time.
4. Allow surfaces to air dry or wipe dry as specified by the disinfectant instructions.
5. Carefully remove PPE and wash hands thoroughly.

## 9. Waste Disposal Protocols

- Place used PPE, cleaning materials, and disposable items in designated lined bins.
- Seal waste bags and dispose of as per local regulations.
- Clean and disinfect reusable equipment after use.

## 10. Documentation

- Record date, time, area cleaned, type of activities, and staff involved in a Cleaning Log.
- Supervisors to review and confirm completed tasks daily.
- Report any issues (e.g., insufficient supplies, equipment malfunction) to supervisor immediately.

## 11. Training

- All cleaning personnel must attend training on SOP, chemical handling, and use of PPE at induction and annually.
- Refresher training to be held after each major SOP revision or incident.

## **12. Review and Update**

- This SOP shall be reviewed annually or as required following procedural updates, new guidelines, or incidents.