

# SOP: Cleaning and Sanitizing Sinks and Drains

This SOP details the procedures for **cleaning and sanitizing sinks and drains**, covering the selection of appropriate cleaning agents, proper removal of debris, scrubbing techniques, rinsing protocols, and the application of sanitizers to prevent bacterial growth and maintain hygiene. It aims to ensure a clean and safe environment by reducing the risk of contamination and promoting effective maintenance of all sink and drain areas.

## 1. Purpose

To provide standardized procedures for the effective cleaning and sanitizing of sinks and drains, minimizing the risk of contamination and maintaining sanitary conditions.

## 2. Scope

This SOP applies to all staff responsible for cleaning and sanitizing sinks and drains in food preparation, laboratory, restroom, and other relevant facility areas.

## 3. Responsibilities

- Staff must follow all steps in this SOP when cleaning and sanitizing sinks and drains.
- Supervisors must ensure compliance and provide necessary training.

## 4. Materials and Equipment

- Personal Protective Equipment (PPE): gloves, goggles
- Appropriate cleaning agents (degreasers, detergents)
- Approved sanitizing solution
- Scrubbing brushes, sponges, or pads
- Paper towels or clean cloths
- Waste receptacle
- Bucket for rinse water

## 5. Procedure

### 1. Preparation

- Ensure area is well-ventilated.
- Wear appropriate PPE.
- Remove any items from the sink or surrounding area.

## 2. Debris Removal

- Remove visible debris from sinks and drains using a paper towel or cloth.
- Dispose of debris in a waste receptacle.

## 3. Cleaning

- Apply cleaning agent to all sink and drain surfaces as per manufacturer instructions.
- Scrub sink basin, faucet, handles, and drain area thoroughly, paying special attention to crevices and hard-to-reach areas.

## 4. Rinsing

- Rinse all surfaces with clean water to remove cleaning agent and loosened soils.
- Ensure all residues are completely washed away.

## 5. Sanitizing

- Apply approved sanitizer to all sink and drain surfaces according to the product's label directions.
- Allow surfaces to air dry or let sanitizer remain for required time (contact time indicated by manufacturer).

## 6. Post-Cleaning

- Remove PPE and wash hands thoroughly.
- Document completion of cleaning and sanitizing in cleaning log.

# 6. Safety Precautions

- Always wear PPE when handling chemical agents.
- Read and follow all manufacturer instructions and safety data sheets for cleaning and sanitizing chemicals.
- Never mix different chemical products.
- Report any hazards or incidents to a supervisor immediately.

# 7. Documentation

- All cleaning and sanitizing activities must be recorded in the designated cleaning log, including date, time, area cleaned, and staff initials.

# 8. Review

This SOP should be reviewed annually or whenever processes, products, or regulations change.