

Standard Operating Procedure (SOP)

Daily Cleaning and Sanitization of Waste Areas

This SOP details the **daily cleaning and sanitization of waste areas**, covering proper waste disposal methods, cleaning schedules, use of approved cleaning agents, sanitation techniques to prevent contamination and pest infestations, safety protocols for workers handling waste, and documentation of cleaning activities. The goal is to maintain a hygienic environment, minimize health risks, and comply with regulatory standards.

1. Purpose

To outline the procedures for daily cleaning and sanitization of waste areas, ensuring compliance with hygiene and safety standards.

2. Scope

This SOP applies to all personnel responsible for cleaning, sanitizing, and maintaining waste areas within the facility.

3. Responsibilities

- **Cleaning Staff:** Execute cleaning and sanitization activities as per schedule.
- **Supervisors:** Monitor compliance and ensure proper documentation.
- **HSE Team:** Provide training and ensure use of appropriate PPE.

4. Materials and Equipment

- Approved cleaning agents and disinfectants
- Cleaning tools (mops, brushes, buckets, etc.)
- PPE (gloves, masks, aprons, eye protection)
- Designated waste bins and liners
- Documentation log or checklist

5. Procedure

1. **Preparation:**
 - Wear appropriate PPE before commencing work.
 - Gather all required cleaning materials and equipment.
2. **Waste Disposal:**
 - Remove all waste from designated areas and dispose of it in accordance with facility guidelines and regulatory standards.
 - Replace bin liners after each waste collection.
3. **Cleaning:**
 - Clean all surfaces (floor, walls, bins, surrounding areas) using approved cleaning agents.
 - Scrub stubborn stains and debris thoroughly.
4. **Sanitization:**
 - Apply disinfectant to all cleaned surfaces and allow the recommended contact time for effective sanitization.
5. **Pest Control Measures:**
 - Inspect for pests or infestation signs daily and report immediately if found.
6. **Post-cleaning:**
 - Remove and properly dispose of used PPE and cleaning materials.
 - Wash hands thoroughly after procedure.
7. **Documentation and Verification:**
 - Complete the cleaning log checklist, noting any anomalies or incidents.
 - Supervisor to inspect and verify the completion of tasks.

6. Cleaning Schedule

Task	Frequency	Responsible Person
Waste removal	Daily (End of Shift)	Cleaning Staff

Surface cleaning and sanitization	Daily	Cleaning Staff
Bin liner replacement	Daily/As needed	Cleaning Staff
Pest inspection	Daily	Cleaning Staff/Supervisor
Documentation	Daily	Cleaning Staff/Supervisor

7. Safety Precautions

- Always wear PPE when handling waste.
- Handle cleaning agents and disinfectants according to manufacturer's instructions.
- Report any injuries, chemical spills, or exposure immediately.

8. Records and Documentation

- Maintain records of daily cleaning and sanitization on the provided checklist/log form.
- Retain records for review and compliance audits.

9. Revision History

Version	Date	Description
1.0	2024-06-05	Initial release.