

SOP Template: End-of-Shift Cleaning and Sanitizing Protocols

This SOP details the **end-of-shift cleaning and sanitizing protocols** essential for maintaining a hygienic and safe work environment. It covers the systematic procedures for cleaning workstations, equipment, and common areas at the end of each shift, including the selection and use of appropriate cleaning agents and sanitizers. The protocol emphasizes proper waste disposal, surface disinfection, and adherence to health and safety standards to prevent contamination and ensure employee well-being. Regular training and compliance monitoring are also integral components to uphold cleanliness and operational efficiency.

1. Purpose

To outline the procedures for cleaning and sanitizing all work areas, equipment, and communal spaces at the end of each shift, ensuring a safe and hygienic environment for employees and customers.

2. Scope

This protocol applies to all employees responsible for closing duties in the facility, including but not limited to production areas, kitchens, offices, and restrooms.

3. Responsibilities

- All employees: Complete assigned cleaning and sanitizing tasks before leaving their work area.
- Supervisors/Managers: Ensure all tasks are completed and documented; provide training as needed.
- Quality/Health & Safety Team: Conduct periodic inspections and audits on cleaning effectiveness and compliance.

4. Cleaning and Sanitizing Procedures

1. Preparation

- Gather all necessary cleaning and sanitizing supplies (see Approved Cleaning Agents table below).
- Wear appropriate PPE (gloves, aprons, masks, etc.).

2. Workstations and Equipment

- Remove debris, scraps, and unused material from surfaces.
- Wash surfaces with detergent and warm water.
- Rinse thoroughly and apply approved sanitizer, allowing proper contact time.
- Air dry surfaces or use disposable towels as needed.
- Clean and sanitize equipment according to manufacturer's instructions.

3. Common Areas

- Clean and disinfect all high-touch surfaces (e.g., doorknobs, counters, handrails).
- Empty waste and recycling bins, replace liners, and sanitize bin surfaces.
- Mop floors using appropriate floor cleaners and disinfectants.

4. Restrooms

- Clean and disinfect sinks, toilets, urinals, mirrors, and other fixtures.
- Restock soap, towels, and other supplies as needed.

5. Proper Waste Disposal

- Dispose of all waste according to local and company-specific protocols.
- Sanitize waste bin interiors and exteriors after emptying.

5. Approved Cleaning Agents and Sanitizers

Purpose	Product	Contact Time	Comments
Surface Cleaning	Multi-surface detergent	-	Use for initial debris and dirt removal
Sanitizing	Food-safe surface sanitizer	1-2 minutes	Follow manufacturer's instructions
Floor Disinfection	Quaternary ammonium-based solution	5 minutes	Ensure proper dilution
Restroom Cleaning	Disinfectant cleaner	10 minutes	Gloves and eye protection required

6. Health and Safety Considerations

- Always use the appropriate PPE when handling cleaning chemicals.
- Store chemicals in labeled containers away from food and sensitive equipment.
- Ensure proper ventilation during and after cleaning.
- Immediately report any spills, exposures, or injuries to a supervisor.

7. Training and Compliance

- All staff must participate in regular training on cleaning protocols and chemical safety.
- Supervisors should conduct spot checks and complete daily cleaning checklists.

8. Documentation

- Complete end-of-shift cleaning logs (see sample checklist below) and submit to supervisor.
- Maintain records for at least one year for audit purposes.

Sample End-of-Shift Cleaning Checklist

Task	Completed?	Initials
Workstations cleaned and sanitized	<input type="checkbox"/>	
Equipment cleaned per SOP	<input type="checkbox"/>	
Floors cleaned and mopped	<input type="checkbox"/>	
Restrooms cleaned and restocked	<input type="checkbox"/>	
Waste bins emptied and sanitized	<input type="checkbox"/>	
High-touch areas disinfected	<input type="checkbox"/>	

9. Revision History

Date	Version	Description	Approved By
2024-06-05	1.0	Initial version	_____