

SOP: Guidelines for Cleaning and Disinfecting Shopping Baskets/Carts

This SOP provides **guidelines for cleaning and disinfecting shopping baskets and carts** to maintain hygiene and prevent the spread of germs. It includes procedures for the frequency of cleaning, appropriate cleaning agents and disinfectants to use, safety measures for staff, and protocols for inspecting baskets and carts to ensure they are sanitary and safe for customer use.

1. Purpose

To outline the standard procedures for effectively cleaning and disinfecting shopping baskets and carts to prevent cross-contamination and ensure customer safety.

2. Scope

This SOP applies to all personnel responsible for cleaning and maintaining shopping baskets and carts in the store premises.

3. Responsibilities

- Cleaning Staff: Adhere to procedures outlined in this SOP for cleaning and disinfection.
- Supervisors: Train staff, monitor compliance, and ensure adequate supplies.
- All Employees: Report any damaged or contaminated baskets/carts to supervisors immediately.

4. Materials and Equipment

Item	Purpose
Approved disinfectant/cleaning solution	Kills germs and removes dirt
Disposable cloths or wipes	Application of cleaning solution
Gloves (disposable or reusable)	Hand protection
Face masks (if appropriate)	Additional staff protection
Spray bottles	Application of disinfectant
Trash bags/containers	Disposal of used materials

5. Procedure

5.1 Frequency

- Wipe down baskets/carts at the start and end of each shift.
- Disinfect after each customer use, if possible, or at a minimum every two hours during operating hours.
- Perform immediate cleaning if contamination (spills, visible soil) occurs.

5.2 Cleaning Process

1. Wear appropriate PPE (gloves, mask if required).
2. Remove visible dirt or debris from basket/cart surfaces.
3. Spray approved cleaning solution/disinfectant onto all handle areas and frequently touched surfaces.
4. Allow the solution to sit for the recommended contact time (as per manufacturer's instructions).
5. Wipe with a clean, disposable cloth or designated wipe.
6. Discard used cloths/wipes and gloves properly.

5.3 Inspection and Maintenance

- Visually inspect baskets and carts when cleaning for any damage or excessive wear.
- Remove any baskets/carts from service pending repair if they cannot be adequately cleaned or have sharp edges/broken parts.

- Document inspection and cleaning activity on the designated log sheet.

6. Safety Measures

- Always wear gloves and other PPE as required.
- Ensure cleaning agents/disinfectants are used in well-ventilated areas.
- Follow manufacturer's instructions regarding dilution, contact time, and safe handling of chemicals.
- Wash hands thoroughly after completion of cleaning tasks.

7. Documentation

Maintain a **Cleaning Log Sheet** that includes:

- Date and time of cleaning/disinfection
- Employee name/ID
- Observations (damaged equipment, contamination, etc.)
- Supervisor signature (as required)

8. References

Refer to local health authority guidelines and manufacturer's instructions for specific cleaning agents and procedures.

Reviewed/Approved by: _____ *Date:* _____