

SOP Template: Sanitizing and Drying Procedures

This SOP details the **sanitizing and drying procedures** essential for maintaining hygiene and safety in various environments. It covers the correct methods for cleaning surfaces and equipment, the use of appropriate sanitizing agents, drying techniques to prevent microbial growth, and the frequency of these processes. The goal is to ensure a contamination-free environment by effectively eliminating pathogens and moisture, thereby safeguarding health and promoting operational efficiency.

1. Purpose

To establish standardized procedures for sanitizing and drying surfaces and equipment to minimize contamination and support health and safety protocols.

2. Scope

This SOP applies to all staff responsible for environmental cleaning and sanitization in [list applicable departments or areas].

3. Responsibilities

- Staff:** Perform cleaning, sanitizing, and drying as specified.
- Supervisors:** Ensure compliance, provide training, and monitor records.

4. Materials & Equipment

Item	Description/Examples
Cleaning Agents	Detergents, soaps, surface cleaners
Sanitizing Agents	Approved disinfectants (e.g., bleach, alcohol-based solutions)
Cleaning Tools	Cloths, brushes, sponges, mops
Drying Equipment	Paper towels, air dryers, drying racks
PPE	Gloves, masks, aprons, eye protection

5. Procedure

- Preparation**
 - Wash hands and wear appropriate PPE.
 - Clear area of unnecessary items.
- Cleaning**
 - Remove debris and visible dirt from surfaces.
 - Apply cleaning agent, scrub surface/equipment as needed.
 - Rinse with potable water if applicable.
- Sanitizing**
 - Apply approved sanitizing solution to cleaned surfaces according to label instructions.
 - Allow necessary contact time (as per manufacturer's instructions).
 - Wipe excess solution if required or air dry.
- Drying**
 - Use clean paper towels or drying equipment to remove residual moisture.
 - Where possible, allow items to air dry fully before reuse or storage.
- Final Checks and Documentation**
 - Inspect area/equipment to ensure dryness and absence of residues.
 - Log procedures performed, including date, time, and personnel initials.

6. Frequency

- High-touch surfaces: At least twice daily, or as required by risk assessment.

- Equipment: After each use and at the end of each shift.
- Floors and general surfaces: Daily or as needed.

7. Safety Precautions

- Always wear PPE when handling cleaning and sanitizing agents.
- Ensure good ventilation when using chemical agents.
- Follow manufacturers' instructions for all products.
- Report any incidents, spills, or exposures immediately.

8. Records

Maintain records of all cleaning, sanitizing, and drying procedures, including:

- Date and time of procedure
- Name of person responsible
- Area/equipment sanitized and dried
- Any deviations or incidents

9. Revision & Approval

Version	Date	Reviewed By	Approved By
1.0	[Date]	[Reviewer Name]	[Approver Name]