

# SOP Template: Step-by-Step Cleaning Guidelines for Each Equipment Type

This SOP provides **step-by-step cleaning guidelines for each equipment type** to ensure thorough sanitation and maintenance. It covers the proper cleaning methods, suitable cleaning agents, safety precautions, and frequency of cleaning for various machinery and tools. The goal is to maintain equipment efficiency, extend lifespan, prevent contamination, and ensure a safe working environment.

## 1. Scope

This SOP applies to all staff responsible for cleaning and maintaining equipment as detailed below.

## 2. Responsibilities

- All operators must follow this SOP when cleaning assigned equipment.
- Supervisors ensure compliance and document completion.
- Maintenance staff to be notified of any issues identified during cleaning.

## 3. Safety Precautions

- Always disconnect equipment from power sources before cleaning.
- Wear appropriate PPE: gloves, safety glasses, and aprons as needed.
- Ensure good ventilation if using chemical cleaners.
- Refer to the Safety Data Sheets (SDS) for each cleaning agent.

## 4. Equipment Cleaning Guidelines

| Equipment Type                               | Cleaning Agents  | Cleaning Frequency              |
|--|--|---------------------------------|
| Stainless Steel Surfaces (Worktables, Sinks) | Mild detergent, warm water, disinfectant               | Daily & after each use          |
| Mixers/Blenders                              | Food-grade cleaner, water                              | After every batch & end of day  |
| Conveyor Belts                               | Approved degreaser, sanitizing solution                | Daily & between production runs |
| Electronic Panels                            | Dry cloth/microfiber, isopropyl alcohol (if permitted) | Weekly & as needed              |
| Hand Tools                                   | Mild soap, water, disinfectant                         | After each use & end of shift   |

## 5. Step-by-Step Cleaning Procedure Example

### Equipment: Mixer/Blender

1. Turn off and unplug the equipment.
2. Disassemble removable parts as per user manual.
3. Rinse all removable parts with warm water to remove debris.
4. Wash parts thoroughly using food-grade cleaner and a scrub brush.
5. Rinse with clean water; allow to air-dry or dry with a clean towel.
6. Wipe down non-removable surfaces with a damp cloth and cleaner.
7. Sanitize all parts with approved food-safe sanitizer.
8. Reassemble the equipment once all parts are dry.
9. Document the cleaning in the logbook.

## 6. Documentation

Record cleaning activities in the equipment cleaning log, including:

- Date and time of cleaning
- Name of person performing cleaning
- Type of equipment cleaned
- Any issues or observations

## **7. Review & Revision**

- This SOP shall be reviewed annually or after significant process changes.
- All staff must be trained on revised procedures.