

SOP: Cleaning and Disinfecting Schedules and Procedures

This SOP details the **cleaning and disinfecting schedules and procedures** necessary to maintain a hygienic environment, prevent contamination, and ensure safety. It outlines the frequency and methods for cleaning various surfaces and equipment, specifies approved cleaning agents and disinfectants, and assigns responsibilities for routine and deep cleaning tasks. The goal is to uphold high standards of cleanliness and minimize the risk of infection or disease transmission in the facility.

1. Scope

This SOP applies to all areas within the facility including workspaces, equipment, common surfaces, and restrooms.

2. Responsibilities

- **Cleaning Staff:** Execute cleaning and disinfection procedures as assigned.
- **Supervisors/Managers:** Oversee compliance, maintain cleaning schedules, and provide training.
- **All Employees:** Report untidy or hazardous conditions, assist with maintaining cleanliness of personal work areas.

3. Cleaning and Disinfecting Schedules

Area/Item	Cleaning Frequency	Responsible Party
Workstations & Desks	Daily	Cleaning Staff/Employees
High-touch Surfaces (doorknobs, switches, handles)	2x Daily	Cleaning Staff
Restrooms	2x Daily, Deep clean Weekly	Cleaning Staff
Shared Equipment	After Each Use	Users/Cleaning Staff
Floors (all areas)	Daily, Deep clean Monthly	Cleaning Staff
Break Rooms/Kitchens	Daily	Cleaning Staff

4. Approved Cleaning Agents & Disinfectants

- EPA-approved disinfectants
- Alcohol-based cleaners (at least 70% alcohol)
- Bleach solutions (as per product guidelines)
- Detergent-based surface cleaners
- *Note: Always follow manufacturer's instructions for dilution, application, and contact time.*

5. Cleaning and Disinfecting Procedures

1. **Preparation:**
 - Put on appropriate PPE (gloves, masks, eye protection as needed).
 - Assemble cleaning supplies and ensure proper ventilation.
2. **Cleaning:**
 - Remove visible debris, dust, and dirt from surfaces.
 - Wipe with detergent-based cleaner where necessary.
3. **Disinfection:**
 - Apply disinfectant to surfaces, ensuring coverage.
 - Allow disinfectant to remain on the surface for the recommended contact time.
 - Wipe or allow to air dry as per product instructions.
4. **Post-cleaning:**
 - Dispose of cleaning materials safely.
 - Remove PPE and perform hand hygiene.

6. Record Keeping

- Cleaning staff must complete a log after each cleaning/disinfecting task, recording date, time, area cleaned, and

signature.

- Logs will be reviewed by supervisors weekly.

7. Training

- All staff involved in cleaning must receive initial and refresher training on proper cleaning and disinfecting procedures.
- Training records shall be maintained.

8. Review and Updates

- This SOP will be reviewed annually or as regulations/requirements change.

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