

SOP Template: Daily Cleaning and Sanitization Protocol

This SOP describes the **daily cleaning and sanitization protocol** essential for maintaining hygiene and preventing contamination in the workplace. It includes detailed steps for cleaning surfaces, equipment, and high-touch areas, the use of approved cleaning agents and disinfectants, proper scheduling and documentation of cleaning tasks, and safety precautions to protect personnel. The protocol aims to ensure a clean, safe, and sanitary environment that complies with health regulations and supports overall operational efficiency.

1. Purpose

To outline procedures for daily cleaning and sanitization in order to maintain health and hygiene standards in the workplace.

2. Scope

This SOP applies to all employees responsible for cleaning and sanitization of surfaces, equipment, and high-touch areas in the facility.

3. Responsibilities

- **Cleaning Staff:** Perform cleaning and sanitization tasks as defined.
- **Supervisors:** Monitor execution, maintain documentation, and ensure compliance.
- **All Employees:** Notify cleaning staff of any urgent sanitation needs.

4. Materials and Equipment

- Approved cleaning agents and disinfectants
- Disposable gloves and masks
- Cleaning cloths, mops, and sponges
- Brushes and dustpans
- Buckets and spray bottles
- Waste bags/containers
- Sanitizing wipes for electronics

5. Procedure

1. **Preparation**
 - Wear appropriate PPE (personal protective equipment).
 - Assemble cleaning and disinfecting supplies.
2. **Surface Cleaning**
 - Wipe down all surfaces (tables, countertops, desks) using a detergent or cleaning agent.
 - Clean equipment as per manufacturer guidelines.
3. **Sanitization**
 - Apply disinfectant on high-touch areas: door handles, switches, handrails, keyboards, phones, etc.
 - Allow disinfectant to remain for the recommended contact time.
 - Wipe surfaces dry if required by product instructions.
4. **Waste Disposal**
 - Collect and dispose of waste in designated containers.
 - Replace liners and empty bins regularly.
5. **Final Inspection**
 - Supervisor inspects for missed areas and completes documentation.

6. Cleaning Schedule & Documentation

Area	Frequency	Assigned Staff	Time Completed	Initials
Desks/Workstations	Daily			
Restrooms	Daily			
High-touch Surfaces	Twice Daily			
Equipment	Daily			
Floors	Daily			

7. Safety Precautions

- Always use PPE: gloves, masks, and eye protection if necessary.
- Read and follow safety instructions on cleaning products.
- Ensure good ventilation during cleaning.
- Wash hands thoroughly after cleaning tasks.
- Report any incidents or chemical exposures immediately.

8. References

- Facility Hygiene Policy
- Manufacturer's Cleaning Guidelines
- Government Health & Safety Regulations

Reviewed by: _____ Date: _____