

SOP Template: Regular Cleaning and Common Area Upkeep Procedures

This SOP details the **regular cleaning and common area upkeep procedures**, encompassing daily cleaning schedules, waste disposal methods, surface sanitization, floor maintenance, restroom upkeep, and the management of shared spaces. Its goal is to maintain a clean, safe, and welcoming environment by promoting consistent hygiene practices and ensuring all communal areas are well-maintained for the comfort and health of occupants and visitors.

1. Scope

This SOP applies to all janitorial and maintenance staff responsible for the cleaning and maintenance of shared/common areas within the premises.

2. Responsibilities

- **Cleaning Staff:** Follow the outlined procedures and complete assigned cleaning tasks as per schedule.
- **Supervisors:** Oversee adherence to this SOP and conduct regular inspections.
- **All Occupants:** Adhere to usage guidelines for shared spaces and report maintenance issues promptly.

3. Procedures

3.1 Daily Cleaning Schedule

Area	Task	Frequency
Lobby/Entrances	Sweep & mop floors, dust surfaces, clean door handles	Daily
Hallways & Corridors	Sweep & mop floors, wipe down handrails	Daily
Restrooms	Disinfect fixtures, refill supplies, empty waste bins	2x Daily
Shared Kitchen/Break Rooms	Clean countertops, sinks, appliances, and tables	Daily
Elevators	Disinfect buttons & handrails, clean floor	Daily
Meeting/Conference Rooms	Wipe tables, empty trash, reset chairs	After each use
Waste Disposal Areas	Sanitize bins, sweep area	Daily

3.2 Waste Disposal Methods

- Empty trash and recycling bins as scheduled; tie and replace liners.
- Dispose of waste in designated collection points.
- Sanitize waste bins regularly to prevent odors and contamination.

3.3 Surface Sanitization

- Use approved disinfectants to wipe high-touch surfaces: door handles, switches, railings, tables, and elevator buttons.
- Clean up visible spills promptly.

3.4 Floor Maintenance

- Sweep and mop all hard floors daily, including tile, laminate, and wood surfaces.
- Vacuum carpets and mats; schedule deep cleaning weekly or as needed.
- Report any damage, wet floors, or slip hazards immediately.

3.5 Restroom Upkeep

- Disinfect toilets, sinks, urinals, and door handles using designated cleaners.
- Replenish soap, paper towels, and toilet paper.
- Empty waste bins and sanitary product disposals.

- Check for leaks, clogs, or maintenance issues and report promptly.

3.6 Shared Spaces Management

- Organize furniture and ensure common areas are clutter-free.
- Sanitize shared equipment: coffee makers, water dispensers, remote controls.
- Post signage to promote cleanliness and hygiene practices among occupants.

4. Safety & Hygiene Precautions

- Wear appropriate PPE (gloves, masks, etc.) when handling cleaning agents and waste.
- Follow product instructions for cleaning chemicals to ensure safe and effective use.
- Wash hands thoroughly after cleaning.

5. Inspection & Documentation

- Supervisors conduct spot-checks daily and document compliance using a checklist.
- Log all cleaning activities, including time, tasks completed, and any issues found.

6. Continuous Improvement

- Review cleaning outcomes weekly and update procedures as necessary.
- Collect feedback from occupants to enhance comfort and satisfaction.