

# SOP Template: Sanitizing and Cleaning Dressing Rooms After Use

This SOP details the procedures for **sanitizing and cleaning dressing rooms after use** to maintain hygiene and prevent the spread of contaminants. It includes guidelines on cleaning surfaces, disinfecting high-touch areas, proper disposal of waste, ventilation of the spaces, and routine inspection to ensure a safe and sanitary environment for all users. The goal is to uphold cleanliness standards and provide a fresh, safe dressing area after each use.

## 1. Purpose

To outline the standard procedure for efficiently cleaning and sanitizing dressing rooms after use to ensure health and safety.

## 2. Scope

This procedure applies to all personnel responsible for cleaning and maintaining dressing rooms across the facility.

## 3. Responsibilities

- **Cleaning staff:** Execute cleaning and sanitizing tasks as described below.
- **Supervisors:** Ensure compliance, supply inventories, and perform routine inspections.

## 4. Personal Protective Equipment (PPE)

- Disposable gloves
- Face mask
- Protective eyewear (if applicable)
- Apron

## 5. Cleaning and Sanitizing Procedure

### 1. Preparation

- Gather all necessary cleaning supplies, PPE, and disinfectants (EPA-approved for use against relevant pathogens).
- Display “Closed for Cleaning” signage at the entrance.

### 2. Initial Inspection & Removal

- Remove any visible trash, personal items, or debris.
- Empty waste bins; replace liners.

### 3. Surface Cleaning

- Clean all hard surfaces (benches, counters, hooks, mirrors, handles, light switches) using detergent and water.
- Wipe dry with a clean cloth.

### 4. Disinfection of High-Touch Areas

- Disinfect door handles, benches, touch screens, lockers, hooks, switches, mirrors, and any equipment using appropriate disinfectant.
- Follow manufacturer's recommended contact time for disinfectant.

### 5. Floors

- Sweep visible debris.

- Mop floor with disinfectant solution.
6. **Ventilation**
- Open windows (if available) or use ventilation fans to air out the room during and after cleaning.
7. **Restocking Supplies**
- Replace toiletries, tissues, and sanitizing stations as needed.
8. **Final Inspection**
- Review cleaning checklist to ensure all tasks are completed.
  - Remove signage and PPE properly.
  - Report any damage or maintenance issues to supervisor.

## 6. Waste Disposal

- Dispose of waste in designated bins according to facility protocols.
- Seal bags immediately after removal.
- Clean and sanitize reusable cleaning tools after completion.

## 7. Documentation and Record Keeping

- Complete a “Dressing Room Cleaning Log” after each cleaning session (date, time, staff signature, inspection remarks).

## 8. Routine Inspection

- Supervisors to conduct regular inspection and sign off on logs.
- Identify and address areas for improvement.

## Appendix: Sample Cleaning Log

| Date       | Time  | Staff Member | Tasks Completed | Supervisor Signature | Remarks |
|------------|-------|--------------|-----------------|----------------------|---------|
| YYYY-MM-DD | HH:MM | John Doe     | All             |                      |         |