

# SOP Template: Standard Cleaning and Sanitation Protocols

This SOP details **standard cleaning and sanitation protocols** designed to maintain hygienic conditions across facilities. It includes guidelines for proper cleaning techniques, frequency of sanitation, the use of approved disinfectants, equipment cleaning procedures, personal hygiene requirements for staff, and waste disposal methods. The objective is to prevent contamination, ensure a safe and healthy environment, and comply with regulatory standards for cleanliness.

## 1. Purpose

The purpose of this SOP is to outline consistent and effective procedures to ensure all facility areas remain clean and sanitary, in order to prevent contamination and meet health and safety regulations.

## 2. Scope

This SOP applies to all staff, cleaning personnel, and contractors responsible for cleaning and sanitation activities within the facility.

## 3. Responsibilities

- **Facility Manager:** Ensure SOP compliance, supply of materials, and training.
- **Cleaning Staff:** Execute cleaning and sanitation protocols as described.
- **All Staff:** Maintain personal hygiene and promptly report issues.

## 4. Cleaning and Sanitation Procedures

### 1. General Cleaning Techniques

- Remove visible debris using appropriate tools.
- Use detergent and approved disinfectant solutions.
- Follow a top-to-bottom and clean-to-dirty order to avoid cross-contamination.

### 2. Frequency

Area	Cleaning Frequency	Sanitizing Frequency
Work Surfaces	After each use, or at least daily	After each use
Restrooms	2x daily	2x daily
Floors	Daily or as needed	Weekly
Equipment	After each use	After each use
Bins & Waste Containers	Daily (emptying); Weekly (cleaning)	Weekly

### 3. Approved Disinfectants

- Utilize only EPA-registered disinfectants suitable for surfaces being cleaned.
- Follow manufacturer instructions for dilution, application, and contact time.

### 4. Equipment Cleaning Procedures

- Disassemble equipment where possible.
- Clean all components with cleaning agent, rinse with potable water, and sanitize.

- Allow to air dry in a sanitary environment before reassembly.

## 5. Personal Hygiene Requirements

- Wash hands thoroughly before and after cleaning.
- Wear appropriate PPE (gloves, masks, aprons) as needed.
- Report any illness to supervisors before commencing tasks.

## 6. Waste Disposal

- Dispose of waste in designated containers.
- Use color-coded bins for recycling, compost, and general waste where available.
- Seal and remove waste from facility daily or as needed.

# 5. Documentation

- Maintain cleaning and sanitation logs, including date, time, and responsible person.
- Sign-off sheet for completed tasks.
- Incident report forms for contamination or cleaning failures.

# 6. Training

- All staff must receive initial training on this SOP and periodic refresher courses.
- Records of training must be kept on file.

# 7. References

- Local and national health regulations.
- Manufacturer guidelines for disinfectants and equipment.

# 8. Revision History

Version	Date	Description	Author
1.0	2024-06-11	Initial release	[Your Name]