

SOP: Cleaning and Sanitation Schedules for Equipment and Surfaces

This SOP details **cleaning and sanitation schedules for equipment and surfaces**, outlining the frequency, methods, and responsible personnel for maintaining hygiene standards. It includes procedures for selecting appropriate cleaning agents, disinfection protocols, routine inspections, and documentation to prevent contamination and ensure a safe and sanitary environment. The goal is to uphold cleanliness, reduce the risk of microbial contamination, and comply with health and safety regulations.

1. Purpose

To ensure regular and effective cleaning and sanitation of all equipment and surfaces to maintain hygiene standards and prevent contamination.

2. Scope

This SOP applies to all personnel responsible for cleaning and maintaining equipment and surfaces within the facility.

3. Responsibilities

- **Department Supervisors:** Ensure SOP implementation, schedule assignments, and verify documentation.
- **Assigned Personnel:** Carry out cleaning and sanitation according to the schedule and procedures.
- **Quality Assurance:** Conduct routine inspections and review records for compliance.

4. Cleaning & Sanitation Schedule

Area/Equipment	Cleaning Frequency	Cleaning Method	Cleaning Agent/Disinfectant	Responsible Personnel
Work Surfaces (Countertops, Tables)	Before & After Each Shift	Wipe Down	Approved Surface Sanitizer	Shift Staff
Machinery/Equipment	Daily; After Use	Disassemble, Wash, Sanitize, Reassemble	Approved Detergent & Disinfectant	Equipment Operators
Floors	Daily & As Needed	Sweep & Mop	Floor Cleaner & Sanitizer	Janitorial Staff
Restrooms	2x Daily & As Needed	Clean & Disinfect All Fixtures	Restroom Cleaner & Disinfectant	Janitorial Staff
High-touch Surfaces (Handles, Switches)	Every 2 Hours	Wipe Down	Disinfectant Wipes/Spray	All Staff

5. Cleaning Procedures

- **Preparation:** Wear appropriate personal protective equipment (PPE) and gather supplies.
- **Pre-Cleaning:** Remove debris and pre-rinse surfaces or equipment as required.
- **Cleaning:** Apply cleaning agent, scrub or wipe as specified, focusing on crevices.
- **Rinsing (if applicable):** Rinse cleaned areas thoroughly to remove chemical residues.
- **Disinfection:** Apply disinfectant, ensuring recommended contact time before wiping or rinsing.
- **Drying:** Allow to air dry or use single-use towels if required.
- **Assembly:** Reassemble equipment as necessary and conduct pre-use inspection.

6. Selection of Cleaning Agents

- Use only approved cleaning products per manufacturer's guidelines and safety data sheets (SDS).
- Rotate disinfectants periodically to reduce microbial resistance.

- Store cleaning agents in designated, labeled areas.

7. Routine Inspections

- Supervisors to conduct daily visual inspections of cleaned equipment and areas.
- Document any deficiencies and escalate for corrective action.
- Periodic swab testing or verification of cleaning efficacy if required.

8. Documentation

- Completion of cleaning logs or checklists for each area/equipment.
- Sign-off by the responsible personnel and supervisor.
- Retain records for regulatory review.

9. References

- Local health and safety regulations
- Equipment manufacturers' cleaning requirements
- Company hygiene and sanitation policies

10. Revision & Approval

Date Effective: _____

Approved By: _____

Revision Number: _____