

# SOP: Cleaning Schedule and Frequency Guidelines

This SOP details the **cleaning schedule and frequency guidelines** necessary for maintaining a clean and hygienic environment. It covers the recommended cleaning intervals for various areas, types of cleaning tasks, and specific frequency requirements based on usage intensity and health standards. The purpose is to ensure consistent cleanliness, prevent contamination, and promote safety and well-being in the workplace or facility.

## 1. Purpose

To establish clear and consistent cleaning schedules and frequency guidelines, ensuring all facility areas are adequately maintained according to health, safety, and operational standards.

## 2. Scope

This SOP applies to all facility staff responsible for cleaning and maintenance activities, covering all workspaces, public areas, restrooms, and special care areas.

## 3. Responsibilities

- **Cleaning Staff:** Execute scheduled cleaning tasks as assigned.
- **Supervisors:** Oversee adherence to cleaning schedules, inspect cleaning outcomes, and provide feedback.
- **Management:** Review and update cleaning schedules as needed.

## 4. Cleaning Schedule & Frequency Guidelines

Area/Room	Cleaning Task	Recommended Frequency	Notes
Workstations / Offices	Surface wiping, dusting, trash removal	Daily	More frequent during flu season
Restrooms	Toilets, sinks, countertops, floors, restocking	2-3 times daily	Increase if usage is heavy
Break Rooms / Kitchens	Surfaces, appliances, sinks, floor	Daily	End-of-day for shared appliances
Lobbies / Reception	Floors, surfaces, glass doors	Daily	Spot clean as needed
High-Touch Surfaces (doorknobs, switches, railings)	Disinfection	At least Twice Daily	Increase during outbreaks
Meeting Rooms	Tables, chairs, electronics, floors	After each use	Wipe down shared equipment
Floors (general areas)	Vacuuming, mopping	Daily to Weekly	Based on traffic level
Waste Disposal Areas	Bins emptied, surfaces disinfected	Daily	Immediately if overflow
Windows/Glass Surfaces	Cleaning, smudge removal	Weekly or as needed	-

## 5. Special Cleaning Requirements

- Sanitize hands and equipment before and after tasks in sensitive areas (e.g., restrooms, kitchens).
- Follow manufacturer instructions for cleaning agents and tools.
- Document completed cleaning in the log sheet provided.

## 6. Monitoring and Review

- Supervisors must routinely check for adherence to schedules and cleaning effectiveness.
- Revise cleaning frequency as needed in response to incidents, outbreaks, or changes in usage patterns.

## 7. Record Keeping

- Maintain daily cleaning logs for all areas.
- Log sheets must be signed by cleaning staff and verified by supervisors.

## 8. References

- Local health and safety regulations
- Industry standards for cleaning and hygiene