

SOP Template: Documentation of Cleaning Schedules and Verification Logs

Purpose

This SOP details the process for **documentation of cleaning schedules and verification logs**, ensuring that all cleaning tasks are performed consistently and verified for compliance. It includes establishing routine cleaning schedules, assigning responsibilities, recording completion times, and maintaining verification logs to track the effectiveness of cleaning activities. The purpose is to uphold hygiene standards, facilitate audits, and ensure accountability in cleaning operations.

Scope

This SOP applies to all staff responsible for cleaning and sanitation in the facility, including supervisors, cleaning crew, and quality assurance personnel.

Responsibilities

- **Cleaning Staff:** Perform cleaning tasks as per the schedule and document completion.
- **Supervisors:** Assign tasks, ensure compliance, and review completion records.
- **Quality Assurance:** Verify documentation, conduct random checks, and maintain records for audits.

Procedure

1. **Create Routine Cleaning Schedules:**
 - List all areas and items requiring cleaning.
 - Define frequency (daily, weekly, monthly, etc.) for each task.
 - Assign responsible personnel.
2. **Record Completion:**
 - Cleaning staff mark tasks as completed, noting date and time.
 - Use physical logbooks or electronic systems as applicable.
3. **Verification:**
 - Supervisors or QA staff verify cleaning is performed as scheduled.
 - Random spot checks and scheduled inspections to validate records.
 - Document verification with signature, date, and comments if needed.
4. **Retention and Review:**
 - Maintain cleaning and verification logs for the specified retention period (e.g., one year).
 - Review records periodically to identify trends or non-conformities.

Documentation

Cleaning Schedule Log Template

Area/Item	Task	Frequency	Date	Time	Completed By	Verified By	Comments
Example: Kitchen Counter	Wipe & Disinfect	Daily	2024-07-01	08:30	J. Doe	S. Smith	Completed as scheduled

Verification Log Template

Date	Area/Task Checked	Inspector	Status	Comments	Signature
2024-07-01	Kitchen Counter	S. Smith	Pass	Meets standards	S. Smith

Records Retention

All completed cleaning schedules and verification logs must be retained for at least **one year** or as specified by regulatory requirements.

Review and Revision

This SOP should be reviewed annually and updated as necessary to reflect changes in processes, regulations, or facility requirements.