

Standard Operating Procedure: Sanitation and Workstation Cleanliness Requirements

This SOP provides comprehensive guidelines on **sanitation and workstation cleanliness requirements**, emphasizing proper cleaning protocols, waste disposal methods, personal hygiene standards, and regular maintenance schedules. The objective is to maintain a safe and healthy work environment, prevent contamination, ensure compliance with health regulations, and enhance overall productivity through organized and hygienic workstations.

1. Purpose

To establish mandatory procedures ensuring proper sanitation and cleanliness of all workstations and to comply with regulatory and organizational standards for health and safety.

2. Scope

This SOP applies to all personnel, contractors, and visitors within production, laboratory, and office areas.

3. Responsibilities

- **All Employees:** Maintain workstation cleanliness, adhere to hygiene practices, and follow cleaning schedules.
- **Supervisors/Managers:** Enforce SOP adherence, ensure supplies are available, and conduct regular inspections.
- **Cleaning Staff:** Execute routine and deep cleaning as scheduled.

4. Cleaning Protocols

1. Work surfaces must be cleaned and sanitized at the start and end of each shift, and after any spillage.
2. Use approved cleaning agents and sanitizers. Refer to Safety Data Sheets (SDS) and follow manufacturer guidelines.
3. High-touch areas (doorknobs, switches, shared equipment) must be sanitized multiple times daily.
4. Document cleaning activities in the cleaning log after every session.

5. Waste Disposal

- Dispose of waste in designated bins with covers. Do not overfill bins.
- Segregate recyclable, hazardous, and general waste according to the waste management policy.
- Remove waste from workstations at least once per shift and as required.
- Clean and disinfect waste bins regularly.

6. Personal Hygiene Standards

- Wash hands with soap and water or use sanitizer before, during, and after work.
- Wear personal protective equipment (PPE) as required for the task.
- Avoid eating or drinking at the workstation unless in designated areas.
- Report any illness symptoms to the supervisor and avoid working while sick.

7. Maintenance Schedules

Task	Frequency	Responsible
Sanitize work surfaces	Start/end of shift, after spills	All Employees
Deep clean workstations	Weekly	Cleaning Staff

Empty and disinfect waste bins	Daily	Cleaning Staff
Equipment sanitation	After each use	Users
Inspection of cleanliness	Weekly	Supervisors/Managers

8. Documentation and Records

- Maintain cleaning logs, inspection reports, and waste disposal records for a minimum of one year.
- Ensure records are accessible for audits and regulatory reviews.

9. Compliance and Corrective Action

- Non-compliance will result in retraining, warnings, or disciplinary action as per company policy.
- Report and address any sanitation or cleanliness issues immediately to supervisors.

10. Revision History

Version	Date	Description	Prepared by
1.0	2024-06-12	Initial release	SOP Committee