

Standard Operating Procedure (SOP): Workstation Cleaning and Sanitation Procedures

This SOP details **workstation cleaning and sanitation procedures**, including the steps for daily cleaning, proper use of cleaning agents, sanitizing surfaces and equipment, waste disposal protocols, and maintaining hygiene standards. The goal is to ensure a clean and safe work environment that prevents contamination, promotes employee health, and complies with regulatory requirements.

1. Purpose

To outline the procedures for effective cleaning and sanitation of all workstations, ensuring compliance with hygiene standards and regulatory requirements.

2. Scope

This SOP applies to all employees and staff responsible for workstation maintenance in the facility.

3. Responsibilities

- **Employees:** Must follow cleaning protocols and report any concerns.
- **Supervisors:** Ensure that procedures are followed and necessary supplies are available.
- **Cleaning Staff:** Carry out cleaning and sanitation tasks as detailed in this SOP.

4. Materials and Equipment

- Approved cleaning agents and disinfectants
- Cleaning cloths and disposable wipes
- Brushes and dusters
- Gloves and personal protective equipment (PPE)
- Waste bins and liners
- Mops and buckets (if applicable)

5. Procedures

- 1. Preparation**
 - Wear appropriate PPE (gloves, mask, etc.).
 - Gather all necessary cleaning materials and equipment.
 - Ensure all cleaning agents are correctly labelled and within expiry date.
- 2. Daily Cleaning**
 - Remove all unnecessary items and waste from the workstation.
 - Wipe down all surfaces (desks, chairs, keyboards, phones, etc.) with appropriate cleaning agents.
 - Clean high-touch areas (light switches, handles, etc.) thoroughly.
 - If applicable, mop the floor area with disinfectant solution.
- 3. Sanitizing Surfaces and Equipment**
 - Apply approved sanitizer to surfaces and equipment as per manufacturer's guidelines.
 - Allow surfaces to air dry for maximum effectiveness.
 - Do not use electronics until fully dry to avoid damage.
- 4. Waste Disposal**
 - Place all waste in appropriate bins lined with disposable liners.
 - Seal and replace liners daily or when bins are two-thirds full.
 - Dispose of waste as per facility's guidelines.
 - Wash or sanitize hands after handling waste.
- 5. Maintaining Hygiene Standards**
 - Clean and sanitize shared equipment after each use.
 - Encourage regular handwashing/sanitizing among staff.
 - Report any signs of pest infestation or contamination to supervisors immediately.
 - Monitor and document cleaning activities using a cleaning log.

6. Cleaning Agent Usage Table

Surface/Equipment	Cleaning Agent	Frequency	Special Instructions
Desk/Worktop	Mild Detergent/Disinfectant	Daily	Wipe thoroughly and allow to dry
Electronics	Alcohol-based wipe	Daily/After Use	Ensure minimal moisture; avoid ports/openings
Shared Equipment	Approved Sanitizer	After Each Use	Follow manufacturer's instructions
Floor	Disinfectant Solution	Daily	Mop and let dry

7. Documentation

- Maintain a cleaning log with date, time, area cleaned, and staff initials.
- Report and record any cleaning-related incidents or issues.

8. References

- Manufacturer guidelines for cleaning agents
- Regulatory hygiene requirements
- Facility cleaning policy

9. Review and Revision

This SOP should be reviewed annually or when there are changes to regulations, equipment, or cleaning agents.