

SOP Template: Checklist for Periodic Cleaning Inspections and Quality Assurance

This SOP provides a comprehensive **checklist for periodic cleaning inspections and quality assurance**, detailing systematic procedures to evaluate cleanliness standards, identify potential issues, and ensure compliance with health and safety regulations. It includes scheduled inspection routines, criteria for assessing cleaning effectiveness, documentation practices, corrective action protocols, and guidelines for maintaining consistent quality in cleaning operations across all facility areas.

1. Purpose

To establish a systematic approach for conducting periodic cleaning inspections and ensuring consistent quality across all facility areas.

2. Scope

This SOP applies to all facility areas where cleaning activities are performed, including public, staff, and restricted zones.

3. Responsibilities

- Cleaning Staff: Perform routine cleaning per schedule and address identified issues.
- Supervisors: Conduct inspections, complete checklists, and implement corrective actions.
- Facility Management: Oversee the effectiveness of the program and maintain documentation.

4. Inspection Schedule

- Daily: High-traffic and critical areas (e.g., restrooms, lobbies)
- Weekly: Back offices, storage, staff rooms
- Monthly: Low-traffic areas, utility rooms, exterior zones

5. Inspection Criteria Checklist

Area/Item	Inspection Criteria	Status (✓/✗)	Comments
Floors (all types)	No visible dirt/debris, free of spills/stains, properly sanitized		
Restrooms	Sanitary fixtures cleaned, dispensers stocked, mirrors streak-free		
Trash Bins	Emptied, clean interior/exterior, correctly lined		
High Touch Surfaces	Disinfected (door handles, switches, handrails, etc.)		
Windows/Glass	No fingerprints, smudges, or residue		
Public/Common Areas	Furniture dust-free and organized, signage clean, visible clutter removed		
Storage/Equipment Rooms	Items organized, floors clear, chemicals properly stored		

6. Documentation Practices

- Maintain completed checklists in a designated folder (physical/electronic).
- Log inspection dates, findings, and any corrective actions taken.
- Escalate unresolved issues to facility management within 24 hours.

7. Corrective Action Protocol

- Document non-compliance findings and assign follow-up actions.
- Re-inspect resolved areas within 48 hours.
- Record corrective actions taken and date of completion.

8. Quality Assurance Guidelines

- Perform random spot-checks to validate routine inspections.
- Organize periodic staff training for cleaning and inspection standards.
- Update inspection checklist and procedures annually or as needed.

9. Approval & Review

- **Approved By:** _____
Date: _____
- **Review Schedule:** Annually or upon significant changes