

# SOP Template: Checklist for Surface Cleaning and Disinfecting (Desks, Chairs, Door Handles)

This SOP provides a comprehensive **checklist for surface cleaning and disinfecting** focused on desks, chairs, and door handles. It outlines systematic procedures for the effective removal of dirt, germs, and viruses to maintain a hygienic environment. The checklist ensures the use of appropriate cleaning agents, correct application methods, and adherence to safety guidelines. The goal is to reduce the risk of contamination, promote health and safety, and sustain cleanliness standards in workspaces and public areas.

## 1. Preparation

- Put on appropriate Personal Protective Equipment (PPE): gloves, mask, and safety goggles.
- Ventilate the area by opening windows or doors, if possible.
- Gather necessary cleaning and disinfecting supplies:
  - Approved cleaning agents and disinfectants
  - Clean microfiber cloths & disposable towels
  - Bucket of water (if needed)
  - Garbage bags for waste disposal

## 2. Checklist Table

Item	Cleaning Actions	Disinfecting Actions	Frequency	Complete (Y/N)
Desks	<ul style="list-style-type: none"><li>Remove all items from surface</li><li>Wipe with damp cloth and cleaning agent</li><li>Allow to dry</li></ul>	<ul style="list-style-type: none"><li>Spray or wipe with approved disinfectant</li><li>Leave surface wet per product instructions</li><li>Allow to air dry</li></ul>	At least once daily, or as needed	
Chairs (including armrests)	<ul style="list-style-type: none"><li>Wipe down with mild detergent solution</li><li>Focus on armrests, backrests, and seat</li></ul>	<ul style="list-style-type: none"><li>Apply disinfectant to high-touch areas</li><li>Let sit per disinfectant instructions</li></ul>	At least once daily, or as needed	
Door Handles	<ul style="list-style-type: none"><li>Wipe with cleaning agent to remove visible soil</li></ul>	<ul style="list-style-type: none"><li>Apply disinfectant thoroughly</li><li>Allow to air dry</li></ul>	Multiple times daily, or after heavy use	

## 3. Safety & Compliance

- Use only approved cleaning and disinfecting agents; follow manufacturer instructions for concentration and contact time.
- Never mix cleaning products unless specified safe by manufacturer.
- Dispose of cleaning materials and PPE in designated waste containers after use.
- Wash hands thoroughly after removing gloves and completing cleaning tasks.
- Report any issues (e.g., lack of supplies, damaged surfaces) to supervisor immediately.

## 4. Documentation

- Complete all checklist items by initialling and dating the appropriate spaces.
- Maintain records for audits and compliance verification.

## Revision History

Date	Version	Description	Author
2024-06-17	1.0	Initial SOP checklist creation	[Your Name]