

# Standard Operating Procedure (SOP): Cleaning and Janitorial Routines and Frequency

This SOP details **cleaning and janitorial routines and frequency**, covering the scheduling and execution of regular cleaning tasks, sanitization protocols for various areas, proper use of cleaning agents and equipment, waste disposal procedures, and maintenance of hygiene standards. The goal is to ensure a clean, safe, and healthy environment by establishing consistent and effective cleaning practices.

## 1. Purpose

To maintain a hygienic, organized, and safe facility through systematic cleaning and janitorial routines performed at defined frequencies.

## 2. Scope

This SOP applies to all personnel responsible for cleaning and maintenance in [Facility/Organization Name], including common areas, restrooms, offices, break rooms, and exterior spaces.

## 3. Responsibilities

- **Cleaning Staff:** Execute scheduled cleaning tasks as outlined below.
- **Supervisors:** Oversee adherence to cleaning schedules, conduct inspections, and ensure supplies are adequately stocked.
- **All Employees:** Report cleanliness issues and maintain personal workspaces.

## 4. Scheduled Cleaning Tasks & Frequency

Area	Task	Frequency
Restrooms	Clean and disinfect toilets, sinks, mirrors, floors; refill supplies	2x daily or as needed
Offices & Workstations	Dust surfaces, empty trash bins, sanitize high-touch areas	Daily (after hours)
Common Areas (lobbies, hallways)	Sweep, mop/vacuum floors, wipe down surfaces	Daily
Break Rooms/Kitchen	Sanitize counters, sinks, tables, appliance handles; empty trash	Daily
Meeting Rooms	Vacuum/mop, sanitize tables and chairs, empty trash	After each use
Windows/Glass	Clean inside surfaces	Weekly
Floors (Deep Clean)	Machine scrub or carpet shampoo as appropriate	Monthly or as needed
Exterior Entrances	Sweep, clean door handles, remove litter	Daily

## 5. Cleaning Protocols

- Follow proper sequence: dust, clean, disinfect, then mop/vacuum.
- Use color-coded cloths/mops for different areas (e.g., restrooms vs. kitchen) to prevent cross-contamination.
- Wear personal protective equipment (PPE) as required.
- Check expiration dates and dilution instructions for all cleaning agents.
- Sanitize high-touch surfaces (doorknobs, light switches, elevator buttons) multiple times daily.

## 6. Equipment and Cleaning Agents

- Use only approved cleaning agents and follow manufacturer's instructions.
- Maintain cleaning equipment in good working order; report defects immediately.
- Store chemicals and equipment safely and securely after use.

## 7. Waste Disposal

- Empty all trash and recycling bins daily or when 75% full.
- Bag waste appropriately and transport to authorized collection points.
- Clean and disinfect bins weekly.

## 8. Documentation and Record-Keeping

- Maintain cleaning schedules and checklists for each area.
- Supervisors to perform weekly inspections and log findings.
- Document incidents, spills, or non-routine cleaning activities.

## 9. Review and Updates

This SOP shall be reviewed annually or whenever new cleaning protocols, agents, or regulatory guidelines are introduced.

## 10. Appendix

- Cleaning Checklists (attach as needed)
- MSDS/SDS for cleaning agents
- Contact list for urgent cleaning or maintenance requests

*End of SOP*