

Standard Operating Procedure (SOP): Cleaning and Sanitation Procedures

This SOP details **cleaning and sanitation procedures** essential for maintaining hygiene and preventing contamination in the workplace. It covers the selection and use of cleaning agents, proper cleaning techniques, sanitation schedules, equipment cleaning protocols, waste disposal methods, and monitoring processes to ensure compliance with health and safety standards. The goal is to promote a clean and safe environment for employees and customers by implementing effective cleaning and sanitation practices.

1. Purpose

To outline standardized cleaning and sanitation procedures that ensure hygienic conditions, prevent cross-contamination, and comply with relevant regulatory standards.

2. Scope

This SOP applies to all work areas (production, storage, offices, restrooms, and communal spaces) and to all employees, contractors, and cleaning staff.

3. Responsibilities

- **All Staff:** Maintain cleanliness in personal and shared spaces; follow posted instructions.
- **Cleaning Personnel:** Execute cleaning/sanitation tasks according to the schedule and outlined procedures.
- **Supervisors/Managers:** Ensure compliance with SOP; conduct inspections; address deficiencies immediately.

4. Cleaning Agents & Equipment

- Select cleaning agents and sanitizers appropriate for each area/equipment, in accordance with manufacturer instructions and regulatory guidelines.
- Use only approved equipment and tools; maintain in a clean and functional condition.

5. Procedure

1. **Preparation:**
 - Wear appropriate Personal Protective Equipment (PPE).
 - Assemble necessary supplies and equipment.
 - Post signage if cleaning in a high-traffic area.
2. **Cleaning Steps:**
 - a. Remove loose debris and waste from surfaces.
 - b. Wash surfaces with appropriate detergent and water.
 - c. Rinse thoroughly to remove residues.
 - d. Apply approved sanitizer/disinfectant and allow the specified contact time.
 - e. Allow surfaces to air dry or dry with disposable towels.
3. **Equipment Cleaning:**
 - Disassemble, clean, and sanitize equipment as per manufacturer's instructions.
 - Reinspect and reassemble when dry and sanitized.
4. **Waste Disposal:**
 - Collect waste in lined containers.
 - Remove waste from premises at scheduled intervals.
 - Disinfect waste bins after emptying.

6. Cleaning & Sanitation Schedule

Area/Equipment	Cleaning Frequency	Responsible Party
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Workstations	Daily (end of shift), after spills	All Employees
Floors	Daily/As needed	Cleaning Personnel
Restrooms	2x daily	Cleaning Personnel
Production Equipment	Daily/After each use	Designated Operator/Cleaning Staff
Waste Bins	Daily/After emptying	Cleaning Personnel

7. Monitoring & Documentation

- Complete cleaning logs after each task, noting date, time, and signature.
- Supervisors review logs and conduct random visual inspections.
- Non-conformities must be reported immediately and corrective actions implemented.

8. Health & Safety Considerations

- Always use the recommended PPE (gloves, masks, goggles, aprons).
- Avoid mixing cleaning chemicals unless specifically instructed.
- Report any injuries or exposure to cleaning chemicals immediately.

9. Review & Training

- All relevant staff must complete annual training on cleaning and sanitation procedures.
- This SOP to be reviewed and updated annually or as regulations change.