

# SOP: Cleaning and Sanitizing Schedule and Frequency

This SOP details the **cleaning and sanitizing schedule and frequency** to ensure all work areas, equipment, and surfaces are maintained in a hygienic condition. It includes specific timelines for routine cleaning tasks, methods of sanitization, responsible personnel, and documentation requirements to prevent contamination and maintain compliance with health and safety standards.

## 1. Purpose

To outline the procedures and schedule for cleaning and sanitizing all work areas, equipment, and surfaces in order to maintain a safe and hygienic environment and to prevent contamination.

## 2. Scope

This SOP applies to all employees responsible for cleaning and sanitizing in the facility, including production areas, equipment, staff rooms, and related areas.

## 3. Responsibilities

- **All staff:** Follow SOP for cleaning and sanitizing relevant workspaces and equipment.
- **Supervisors/Managers:** Assign cleaning tasks, ensure compliance, and review documentation.
- **Quality Assurance:** Monitor and verify the effectiveness and frequency of cleaning and sanitizing activities.

## 4. Cleaning and Sanitizing Schedule

Area/Equipment	Task	Frequency	Cleaning Method	Responsible Personnel
Production Surfaces (tables, counters)	Clean & Sanitize	At start/end of shift and after spills	Detergent wash followed by approved sanitizer	Production Staff
Equipment (mixers, tools)	Clean & Sanitize	After each use	Disassemble, wash with detergent, sanitize as required	Equipment Operators
Floors	Clean & Sanitize	Daily	Sweep, mop with detergent & sanitizer solution	Cleaning Staff
Walls & Doors	Clean	Weekly	Wash with detergent solution	Cleaning Staff
Handwashing Stations	Clean & Sanitize	Twice daily	Detergent and approved sanitizer	Cleaning Staff
Refrigerators/Freezers	Clean & Sanitize	Monthly or as needed	Empty contents, clean with detergent, sanitize surfaces	Designated Staff

## 5. Methods & Materials

- Use only approved cleaning agents and sanitizers.
- Follow manufacturer's instructions for all products.
- Wear appropriate Personal Protective Equipment (PPE) during all cleaning tasks.
- All cleaning tools must be cleaned and stored properly after use.

## 6. Documentation

- Complete cleaning logs after each task, noting date, time, area cleaned, and initials of responsible staff.
- Supervisors must review and sign cleaning logs daily.
- Retain records for at least 12 months for compliance and audit purposes.

## 7. Review & Verification

- Supervisors to perform random checks on cleaning and sanitizing practices.
- Review SOP annually or when processes/equipment change.

## 8. References

- Local and national health regulations
- Manufacturer guidelines for cleaning agents and equipment
- Company Health & Safety Policy