

Standard Operating Procedure (SOP)

Designation of Cleaning Responsibilities Per Area/Staff Member

This SOP details the **designation of cleaning responsibilities per area and staff member**, ensuring clear allocation of cleaning tasks to maintain hygiene and cleanliness standards. It includes defining specific areas, assigning responsible staff members, outlining cleaning frequency and procedures, monitoring task completion, and establishing accountability to promote an organized and efficient cleaning routine in the workplace.

1. Purpose

To clearly specify cleaning responsibilities for each area and staff member, thereby preserving overall workplace hygiene and promoting accountability.

2. Scope

This SOP applies to all staff members assigned cleaning responsibilities within the workplace.

3. Responsibilities

- **Supervisor/Manager:** Assign staff, monitor task completion, and provide training.
- **Staff Members:** Carry out assigned cleaning duties as detailed in this SOP.

4. Procedure

1. **Define Cleaning Areas**
 - List all workplace areas requiring routine cleaning (e.g., offices, restrooms, break rooms, corridors, etc.).
2. **Assign Staff Members**
 - Designate specific staff members responsible for each area.
 - Maintain a cleaning responsibility roster (see example table below).
3. **Set Cleaning Frequency and Procedures**
 - Define how often each area should be cleaned (e.g., daily, weekly, after each shift).
 - Outline the specific procedures and cleaning agents to be used.
4. **Monitor and Document Completion**
 - Use a cleaning checklist/log to track task completion.
 - Supervisors to review logs regularly to ensure compliance.
5. **Establish Accountability**
 - Staff to sign off upon completion; supervisors to verify and provide feedback when necessary.

5. Example: Cleaning Responsibility Roster

Area	Responsible Staff Member	Cleaning Frequency	Procedures
Office 1	John Smith	Daily	Desk wipe-down, empty trash, vacuum floor
Restroom (1st Floor)	Maria Garcia	Twice daily	Sanitize fixtures, restock supplies, mop floor
Break Room	David Lee	Daily (end of shift)	Clean counters/tables, empty trash, mop floor
Main Entrance	Alice Kim	Daily	Sweep/mop floor, wipe doors/windows

6. Cleaning Checklist Example

Date	Area	Completed by	Signature	Supervisor Verification
2024-07-01	Office 1	John Smith		

7. Review and Revision

The supervisor will review cleaning assignments quarterly and revise the roster or procedures as necessary based on

observations, feedback, and workplace needs.

8. Records

- Completed cleaning checklists/logs
- Staff training records as applicable
- Roster of area assignments

9. References

- Workplace Cleaning Policy
- Manufacturer guidelines for cleaning agents

Effective Date: _____

Approved By: _____