

SOP: Step-by-Step Cleaning Process for Equipment and Surfaces

This SOP provides a detailed **step-by-step cleaning process for equipment and surfaces** to ensure hygiene and operational efficiency. It covers preparation, selecting appropriate cleaning agents, removal of debris, thorough washing, rinsing, sanitizing, and proper drying techniques. Adhering to this process helps maintain equipment longevity, prevents contamination, and promotes a safe working environment.

Required Materials & Equipment

Item	Purpose
Personal Protective Equipment (PPE)	Protect staff from exposure to cleaning agents and contaminants
Approved Cleaning Agents	Remove dirt, grease, and debris
Sanitizers/Disinfectants	Destroy or inactivate bacteria and viruses
Scrub Brushes/Sponges	Agitate and clean surfaces/equipment
Clean Towels/Cloths	Wipe and dry surfaces
Buckets/Basins	Hold cleaning solutions or rinse water
Water Supply	Rinsing and washing
Waste Disposal Bags/Bins	Collect debris and used materials

Step-by-Step Cleaning Procedure

- 1. Preparation**
 - Review cleaning instructions and safety data sheets (SDS) for chemicals being used.
 - Wear appropriate PPE (gloves, mask, goggles, etc.).
 - Ensure all equipment is shut down, unplugged, and cool before starting.
- 2. Remove Loose Debris**
 - With a dry cloth or brush, remove any dirt, dust, or food residues from surfaces and equipment.
 - Dispose of debris in designated waste bins.
- 3. Apply Cleaning Agent**
 - Select the appropriate cleaning solution for the specific equipment or surface.
 - Dilute cleaning agent as instructed by the manufacturer.
 - Apply cleaning solution thoroughly to all areas to be cleaned.
- 4. Scrub and Clean**
 - Use brushes or sponges to scrub surfaces and equipment, ensuring all residues are loosened.
 - Pay special attention to crevices, joints, and hard-to-reach areas.
- 5. Rinse**
 - Rinse surfaces and equipment using clean water to remove cleaning agent and debris.
 - Repeat rinsing if necessary to ensure all residues are gone.
- 6. Sanitize**
 - Apply approved sanitizer or disinfectant as per manufacturer's instructions.
 - Allow sufficient contact time for the sanitizer to work effectively.
- 7. Final Rinse (If Required)**
 - If required by the sanitizer's instructions, perform a final rinse using potable water.
- 8. Drying**
 - Dry equipment and surfaces with clean towels/cloths or allow to air-dry in a clean environment.
 - Ensure no standing water or moisture is left behind.

9. Inspection & Release

- Inspect cleaned surfaces and equipment for residual debris or moisture.
- Document cleaning completion and release equipment for use.

NOTE: Always follow site-specific instructions or additional regulatory requirements if applicable. Dispose of waste materials and cleaning solutions responsibly.