

# Standard Operating Procedure (SOP)

## Venue Cleaning and Trash Disposal

This SOP details the procedures for **venue cleaning and trash disposal**, covering systematic cleaning schedules, appropriate cleaning agents and equipment use, waste segregation and disposal methods, recycling protocols, and maintenance of hygiene standards. It aims to ensure a clean, safe, and sanitary environment for all visitors and staff by promoting effective cleanliness practices and responsible waste management throughout the venue.

### 1. Purpose

To outline the step-by-step procedures for cleaning the venue and disposing of waste responsibly, thus maintaining hygiene, safety, and regulatory compliance at all times.

### 2. Scope

This SOP applies to all cleaning staff, maintenance personnel, and any staff responsible for venue hygiene and waste disposal.

### 3. Responsibilities

- **Cleaning Staff:** Carry out daily and periodic cleaning tasks as per schedule.
- **Supervisors:** Monitor cleaning activities and ensure adherence to procedures.
- **All Staff:** Practice proper waste segregation and disposal in daily operations.

### 4. Procedure

1. **Systematic Cleaning Schedules**
  - Daily, weekly, and monthly checklists must be followed for routine and deep cleaning.
  - Complete high-traffic area cleaning multiple times daily.
  - Document all completed cleaning tasks in the cleaning log.
2. **Use of Cleaning Agents and Equipment**
  - Select approved, surface-appropriate cleaning agents and disinfectants.
  - Utilize personal protective equipment (PPE) such as gloves and masks when handling chemicals or waste.
  - Clean and maintain equipment after each use.
3. **Waste Segregation and Disposal**
  - Provide clearly labeled bins for general, recyclable, and hazardous waste at accessible locations.
  - Ensure waste is segregated at source and not mixed.
  - Transfer waste to designated storage safely and arrange timely removal by authorized contractors.
4. **Recycling Protocols**
  - Place appropriate recycling bins for paper, plastic, glass, and organic waste.
  - Regularly educate staff on updated recycling procedures and local regulations.
  - Record recycling metrics as required by the venue's sustainability policies.
5. **Maintenance of Hygiene Standards**
  - Sanitize high-touch points (e.g., door handles, railings, switches) multiple times daily.
  - Provide hand sanitizers and signage promoting hygiene in restrooms and public areas.
  - Report and address any pest infestations or maintenance issues immediately.

### 5. Documentation

Record	Responsible	Retention Period
Cleaning Logs	Cleaning Staff/Supervisor	6 months
Waste Transfer Notes	Supervisor	1 year
Incident Reports	All Staff	As needed

### 6. Health and Safety Precautions

- Always use PPE when handling chemicals or waste.
- Ensure proper ventilation during cleaning.

- Follow manufacturer instructions for all cleaning products.
- Keep emergency contact numbers visible and accessible.

## **7. Review and Training**

- Review and update SOP annually or as regulations change.
- Conduct training and refresher sessions for all cleaning-related staff regularly.

## **8. References**

- Local Health and Safety Regulations
- Venue Safety Policy Manual
- Manufacturer Guidelines for Cleaning Agents