

Standard Operating Procedure (SOP)

Workspace Preparation and Sanitization Procedures

This SOP details the **workspace preparation and sanitization procedures**, encompassing steps for cleaning and organizing work areas, proper use of disinfectants, waste disposal protocols, equipment sanitization, employee hygiene practices, and maintaining a safe and healthy environment. The objective is to prevent contamination, ensure compliance with health standards, and promote overall workplace safety and efficiency.

1. Purpose

To establish standardized procedures for preparing and sanitizing workspaces, minimizing the risk of contamination, and ensuring a safe and hygienic environment for all employees.

2. Scope

This SOP applies to all workspaces, employees, and relevant equipment within the facility.

3. Responsibilities

- **All Employees:** Follow the procedures outlined in this SOP and report any deviations or hazards.
- **Supervisors/Managers:** Ensure compliance, provide training, and perform regular inspections of work areas.
- **Custodial Staff:** Execute scheduled cleaning, restocking, and waste removal tasks.

4. Definitions

Term	Definition
Disinfectant	A chemical agent used to reduce or eliminate harmful microorganisms on surfaces.
Sanitization	The process of cleaning and disinfecting to achieve a hygienic environment.
Personal Protective Equipment (PPE)	Apparel (e.g., gloves, masks) worn to minimize exposure to hazards.

5. Procedure

- 1. Workspace Preparation**
 - Remove unnecessary items and clutter from the work area.
 - Organize tools, materials, and equipment as specified for each workspace.
 - Ensure all required cleaning supplies and PPE are available.
- 2. Cleaning and Disinfecting Surfaces**
 - Don appropriate PPE prior to cleaning.
 - Clean all surfaces with suitable detergent to remove dirt and debris.
 - Apply an approved disinfectant according to manufacturer instructions.
 - Pay special attention to high-touch areas: doorknobs, switches, keyboards, and phones.
 - Allow disinfectant to dwell for the recommended contact time before wiping.
- 3. Equipment Sanitization**
 - Unplug electrical equipment before cleaning, if applicable.
 - Wipe down all equipment using suitable disinfectants.
 - Avoid excessive moisture on electronic components.
- 4. Waste Disposal**
 - Collect waste in appropriate receptacles (e.g., regular, recyclable, hazardous).
 - Seal and remove waste promptly and safely.
 - Sanitize hands after handling waste.
- 5. Restocking Supplies**
 - Refill hand sanitizers, soap dispensers, paper towels, and disinfectants regularly.
- 6. Employee Hygiene Practices**
 - Wash hands with soap and water for at least 20 seconds, especially before and after workspace contact.
 - Use hand sanitizer where handwashing is unavailable.

- Wear masks and gloves as required by current health guidelines.
- 7. Inspection and Documentation**
- Supervisors to inspect workspaces at least once daily for cleanliness and order.
 - Record cleaning and inspection activities in the provided log sheet.

6. Safety Precautions

- Always use recommended PPE when handling chemicals or cleaning waste.
- Follow manufacturer instructions for all cleaning products.
- Ensure adequate ventilation in cleaning areas.
- Immediately report spills or hazardous conditions.

7. Records and Documentation

- Maintain daily cleaning logs and inspection records for audit and compliance purposes.
- Document all incidents or deviations from SOP.

8. Revision History

Version	Date	Description of Change	Approved By
1.0	2024-06-15	Initial release	[Name/Title]

This SOP must be reviewed and updated annually or as required by changes in regulations or workplace standards.