

# Standard Operating Procedure (SOP)

## Cleaning, Sanitation, and Waste Management

This SOP details **cleaning, sanitation, and waste management** protocols, encompassing regular cleaning schedules, effective sanitation techniques, proper waste segregation, disposal procedures, and environmental compliance. The objective is to maintain a clean, hygienic, and safe environment by minimizing contamination risks and promoting sustainable waste handling practices.

### 1. Purpose

To ensure all areas are maintained in a clean and sanitary condition, to minimize risk of contamination, and to ensure waste is managed in accordance with relevant regulations and sustainability practices.

### 2. Scope

This SOP applies to all staff responsible for cleaning, sanitation, and waste management activities within the facility.

### 3. Responsibilities

- **Facility Manager:** Oversee the implementation and compliance of this SOP.
- **Cleaning Staff:** Perform cleaning and sanitation tasks as per schedule.
- **All Staff:** Adhere to waste segregation and disposal guidelines.

### 4. Cleaning Schedule

Area	Frequency	Assigned Staff
Workspaces/Desks	Daily	Cleaning Staff
Floors	Daily	Cleaning Staff
Restrooms	Twice Daily	Cleaning Staff
Kitchen/Pantry	Daily	Cleaning Staff
Waste Collection Points	Daily	Cleaning Staff

### 5. Cleaning Procedures

- Wear appropriate PPE (gloves, masks, aprons) before starting.
- Use approved cleaning agents and tools for specific surfaces.
- Follow the correct sequence: dusting, sweeping, washing, and disinfecting.
- Pay special attention to high-touch areas (doorknobs, switches, handles).
- Document all cleaning tasks in the cleaning log book.

### 6. Sanitation Procedures

- Use EPA-approved disinfectants for sanitation of surfaces.
- Allow adequate contact time as per manufacturer's instructions.

- Sanitize shared equipment after every use.
- Ensure proper ventilation during and after sanitation.

## 7. Waste Management

- Segregate waste into recyclable, non-recyclable, and hazardous categories.
- Utilize color-coded bins for waste segregation:
  - Green: Recyclable waste
  - Black: General waste
  - Red/Yellow: Hazardous waste
- Do not overfill bins; empty at designated collection times.
- Use proper PPE when handling waste.
- Store hazardous waste in designated, secure areas pending disposal.

## 8. Disposal Procedures

- Transfer segregated waste to designated collection points.
- Coordinate with licensed waste contractors for external disposal.
- Record all hazardous waste disposals in a waste management log.
- Ensure compliance with local, state, and federal waste regulations.

## 9. Environmental Compliance

- Promote reduction, reuse, and recycling wherever possible.
- Avoid use of hazardous chemicals where safer alternatives exist.
- Report any environmental hazards or incidents immediately.
- Review and update this SOP annually, or as regulations change.

## 10. Record Keeping

- Maintain cleaning and waste management logs.
- Keep records of training and incident reports as required.
- Ensure all logs are accessible for internal and external audits.

## 11. Training

- All relevant staff shall receive training on cleaning, sanitation, and waste management procedures at onboarding and annually thereafter.

**Approval Date:** \_\_\_\_\_

**Next Review Date:** \_\_\_\_\_

**Authorized By:** \_\_\_\_\_