

SOP: Disinfection and Cleaning Protocols

This SOP defines **disinfection and cleaning protocols** to maintain hygiene and prevent contamination in the workplace. It covers the selection of cleaning agents, proper cleaning techniques, frequency of cleaning, disinfection procedures for surfaces and equipment, personal protective equipment (PPE) requirements, waste disposal methods, and verification of cleanliness. The goal is to ensure a safe and sanitary environment by minimizing the risk of infection and cross-contamination through standardized cleaning practices.

1. Purpose

To establish standardized procedures for the effective cleaning and disinfection of the workplace to prevent contamination and ensure safety.

2. Scope

This SOP applies to all staff, contractors, and cleaning personnel responsible for the maintenance of workplace cleanliness.

3. Responsibilities

- **Supervisors:** Ensure adherence to protocols and proper training of staff.
- **Cleaning Personnel:** Execute cleaning and disinfection as specified.
- **All Staff:** Maintain personal and workstation hygiene.

4. Selection of Cleaning Agents

- Use EPA-registered disinfectants suitable for targeted pathogens.
- Refer to the material safety data sheet (MSDS) before use.

5. Personal Protective Equipment (PPE)

- Wear disposable gloves, face masks, and eye protection as per risk assessment.
- PPE must be removed and disposed of safely after each cleaning session.

6. Cleaning Techniques

1. Remove visible debris and organic matter before disinfection.
2. Clean from the cleanest to dirtiest areas to prevent cross-contamination.
3. Use single-use or properly sanitized reusable cleaning tools.

7. Frequency of Cleaning

Area/Item	Frequency
High-touch surfaces (doorknobs, switches, handles)	At least twice daily
Workstations and desks	Daily
Restrooms	Minimum twice daily
Equipment and machinery	After each use
General floors and corridors	Daily

8. Disinfection Procedures

1. Apply disinfectant to surfaces following manufacturer instructions (contact time, dilution, etc.).
2. Allow surfaces to air dry completely or wipe with a clean cloth, as specified.
3. Pay special attention to high-risk and high-touch areas.

9. Waste Disposal

- Dispose of cleaning materials and PPE in designated bins.
- Segregate hazardous waste and follow local regulations for disposal.

10. Verification of Cleanliness

- Supervisors or designated personnel must inspect areas following cleaning.
- Keep logs of cleaning and disinfection activities.
- Address any non-compliance immediately and provide retraining if necessary.

11. References

- MSDS for cleaning agents
- Manufacturer instructions for disinfectants
- Relevant local and national regulatory guidelines

12. Revision History

Version	Date	Description	Author
1.0	2024-06-10	Initial SOP release	[Your Name or Title]