

SOP Template: Pre-operational Cleaning Checklist for Manufacturing Areas

This SOP details the **pre-operational cleaning checklist for manufacturing areas**, covering essential cleaning tasks before production begins. It ensures all equipment, work surfaces, and floors are thoroughly cleaned to maintain hygiene and prevent contamination. The checklist includes verification of cleaning supplies, inspection for residues or debris, proper disposal of waste, and documentation of cleaning activities. Adhering to this SOP promotes a safe and efficient manufacturing environment, reducing downtime and maintaining product quality.

1. Purpose

To provide a standardized checklist to ensure manufacturing areas are thoroughly cleaned prior to production, maintaining hygiene and reducing cross-contamination risks.

2. Scope

This SOP applies to all personnel involved in the cleaning and inspection of production areas in the manufacturing facility.

3. Responsibilities

- **Cleaning Personnel:** Execute cleaning tasks as specified in the checklist.
- **Supervisors:** Verify completion and accuracy of the cleaning checklist before production starts.
- **Quality Assurance:** Audit records and inspect areas for compliance.

4. Materials & Equipment

- Approved cleaning agents and sanitizers
- Cleaning tools (mops, brushes, cloths, brooms, etc.)
- Personal Protective Equipment (PPE)
- Waste containers and disposal bags
- Cleaning checklist and documentation log

5. Procedure

1. Wear appropriate PPE before cleaning.
2. Verify that all required cleaning materials and tools are available and in good condition.
3. Remove visible debris and waste from all areas, and dispose of waste appropriately.
4. Clean and sanitize:
 - Work surfaces (tables, benches, counters)
 - Equipment (exterior and accessible interiors as necessary)
 - Floors
 - Walls and doors (as applicable)
 - Sinks and drains
5. Inspect all areas for residues, stains, or remaining debris. Repeat cleaning as needed.
6. Ensure waste has been removed from the production area and disposed of according to facility policy.
7. Complete and sign the cleaning checklist. Submit checklist to supervisor for review.
8. Supervisor reviews and signs off before production commences.

6. Pre-operational Cleaning Checklist

Item/Task	Completed (âœ”/âœ˜)	Initials	Comments/Findings
Verified cleaning supplies & PPE are available and in good condition			
Removed visible debris and waste from area			

Item/Task	Completed (<i>Yes/No</i>)	Initials	Comments/Findings
Cleaned work surfaces (tables, benches, counters)			
Cleaned and sanitized equipment (exteriors/interiors as needed)			
Cleaned floors			
Cleaned walls and doors (if applicable)			
Cleaned sinks and drains			
Inspected area for residues or debris			
All waste removed from the production area			
Cleaning checklist completed and signed			

7. Documentation

- Completed cleaning checklists must be kept on file for auditing and compliance purposes.
- Any deviations or corrective actions should be documented and reported immediately.

8. Revision History

Version	Date	Description of Change	Approved By
1.0	2024-06-09	Initial Release	