

SOP Template: Step-by-step Cleaning Procedures for All Surfaces

This SOP details the **step-by-step cleaning procedures** for all surfaces, ensuring thorough sanitation and maintenance of cleanliness. It covers the preparation of cleaning supplies, use of appropriate cleaning agents, systematic cleaning techniques for various surface types, proper rinsing and drying methods, and safety precautions to prevent contamination and maintain hygiene standards. Adhering to these procedures helps create a safe and sanitary environment in all operational areas.

1. Scope

This SOP applies to all personnel responsible for cleaning and sanitizing surfaces within the facility, including but not limited to floors, walls, counters, workstations, equipment exteriors, and other high-touch areas.

2. Responsibilities

- Cleaning staff are responsible for correctly following these procedures for all assigned areas.
- Supervisors are responsible for training staff and monitoring adherence to this SOP.

3. Required Materials

- Personal Protective Equipment (PPE): Gloves, masks, aprons, eye protection as needed
- Approved cleaning agents and disinfectants suitable for the surfaces
- Clean cloths, sponges, mops, buckets, brushes, and scrubbers
- Rinse water (clean, potable)
- Dry cloths or disposable towels
- Waste bin for used materials

4. Step-by-Step Cleaning Procedures

Step 1: Preparation

- Review cleaning schedules and identify all surfaces to be cleaned.
- Gather all required cleaning supplies and PPE.
- Ensure proper labeling and dilution of cleaning agents as per manufacturer's instructions.
- Put on PPE before starting any cleaning tasks.

Step 2: Remove Visible Debris

- Clear surfaces of loose items and dispose of obvious trash.
- Sweep, vacuum, or wipe away loose dirt, dust, or debris from surfaces.

Step 3: Clean Surfaces

Surface Type	Recommended Method	Cleaning Agent
Countertops & Tables	Apply cleaner with cloth or sponge. Wipe from cleanest to dirtiest area.	Mild detergent or surface-specific cleaner
Floors	Sweep or vacuum, then mop with appropriate solution. Use caution signs for wet areas.	pH-neutral floor cleaner
Walls	Spot clean stains. Start from top and work down. Avoid excess moisture on painted surfaces.	Diluted multipurpose cleaner
Equipment Exteriors	Wipe with damp cloth, avoiding electrical components unless specified as water-resistant.	Equipment-safe cleaner or disinfectant
High-Touch Surfaces	Wipe thoroughly, allow disinfectant contact time as directed. Pay attention to handles, switches, etc.	Approved disinfectant

Step 4: Rinse and Remove Residue

- After cleaning, rinse surfaces with clean water if required (check product instructions).
- Use clean cloths or disposable towels for rinsing.

Step 5: Dry Surfaces

- Wipe surfaces with dry, clean cloths or allow to air dry.
- Ensure no pooling of water to prevent slipping or surface damage.

Step 6: Dispose of Waste

- Dispose of used cleaning materials and PPE safely in designated bins.
- Clean and store reusable equipment properly."

5. Safety Precautions

- Always wear appropriate PPE during cleaning.
- Do not mix different cleaning agents, especially those containing bleach and ammonia.
- Ensure adequate ventilation in cleaning areas.
- Follow manufacturer safety instructions for all chemicals.
- Report any accidents or chemical exposures immediately.

Note: For surfaces in contact with food or medical supplies, use only approved, food-safe, or medical-grade cleaning agents and follow additional sanitization protocols as required.

6. Documentation

- Complete checklists or cleaning logs as required for each cleaning session.
- Report any issues or maintenance requirements to supervisors.