

# Standard Operating Procedure (SOP)

## Surface & Countertop Sanitation Protocols

This SOP details **surface and countertop sanitation protocols**, including proper cleaning agents, disinfectant usage, cleaning frequency, and verification methods. The goal is to maintain hygienic surfaces, prevent cross-contamination, and ensure a safe environment in food preparation or healthcare areas. Adherence to these protocols supports overall health and safety standards.

### 1. Purpose

To define standardized procedures for cleaning and disinfecting surfaces and countertops to reduce microbial contamination and maintain cleanliness in operational areas.

### 2. Scope

This SOP applies to all staff responsible for sanitation in food preparation areas, healthcare settings, and any other spaces requiring hygienic surfaces.

### 3. Responsibilities

- **Cleaning staff:** Execute cleaning and disinfection as per protocol.
- **Supervisors:** Monitor compliance and recordkeeping.
- **Management:** Provide training and necessary materials.

### 4. Approved Cleaning Agents and Disinfectants

Type	Approved Products	Usage Instructions
Detergent	Mild, non-abrasive liquid detergent	For removal of visible debris and dirt
Disinfectant	EPA-registered surface disinfectant, e.g., sodium hypochlorite (bleach 1000 ppm), quaternary ammonium compound	Use as per manufacturer's instructions
Alcohol-based	Isopropyl alcohol ≥70%	For quick-drying/sensitive surfaces only

### 5. Cleaning and Disinfection Procedures

1. Wash hands and put on disposable gloves.
2. Remove all items from the surface.
3. Wipe surfaces with detergent and warm water using a clean cloth or disposable wipe.
4. Rinse surface with clean water if detergent residue remains.
5. Apply approved disinfectant, ensuring surface remains wet for recommended contact time (per product label).
6. Allow surfaces to air dry. Do not wipe dry unless specified by product guidelines.
7. Dispose of single-use items appropriately. Launder reusable cloths daily.
8. Remove gloves and perform hand hygiene.

### 6. Cleaning Frequency

- **High-touch surfaces (e.g., countertops, handles):** At least every 4 hours during operation, and after each use in healthcare environments.
- **After spills or visible contamination:** Immediately.
- **At opening and closing of each day:** Full cleaning and disinfection.

## 7. Verification and Recordkeeping

1. Supervisors must conduct random visual inspections daily.
2. Maintain cleaning logs, indicating:
  - Date and time of cleaning
  - Area/surface cleaned
  - Products used
  - Staff initials
3. Periodic microbiological swab testing (as required by policy).

## 8. Safety Precautions

- Always wear gloves and, where necessary, eye protection.
- Read and follow all safety data sheets (SDS) for chemicals used.
- Ensure good ventilation during disinfection.
- Store chemicals out of reach of unauthorized personnel.

## 9. References

- CDC: Cleaning and Disinfecting Your Facility
- EPA List N: Disinfectants for Coronavirus (COVID-19)
- Manufacturer's Instructions for Cleaning Chemicals

**Note:** This SOP should be reviewed annually or whenever protocols or products change.