

SOP Template: Surface and Floor Cleaning Protocols

This SOP provides detailed **surface and floor cleaning protocols**, covering the selection of appropriate cleaning agents, cleaning techniques, equipment usage, safety precautions, frequency of cleaning, and maintenance of cleanliness standards. The goal is to maintain hygiene, prevent contamination, reduce the risk of slips and falls, and ensure a safe and healthy environment for all occupants.

1. Purpose

To establish standard procedures for effective cleaning of all surfaces and floors within the facility, ensuring a high standard of hygiene and safety.

2. Scope

This SOP applies to all cleaning staff and personnel responsible for the maintenance of surface and floor cleanliness in the facility.

3. Responsibilities

- **Cleaning Staff:** Perform cleaning tasks as outlined in this SOP.
- **Supervisors:** Monitor and verify that cleaning protocols are followed.
- **Management:** Provide appropriate training, cleaning agents, and equipment.

4. Materials and Equipment

Item	Description/Use
Cleaning Agents	Detergents, disinfectants, degreasers, as appropriate for material and contamination level.
Cleaning Tools	Microfiber cloths, mops, brooms, scrub brushes, dusters.
Equipment	Vacuum cleaners, floor scrubbers, buckets, spray bottles.
Personal Protective Equipment (PPE)	Gloves, masks, safety goggles, aprons.
Signage	Wet floor signs and area closure notices.

5. Procedure

5.1 Surface Cleaning

1. Put on appropriate PPE before starting.
2. Remove visible debris and dust using duster or microfiber cloth.
3. Apply suitable cleaning agent to the surface (check compatibility with the surface type).
4. Wipe thoroughly using a clean cloth. For high-touch surfaces (e.g., doorknobs, switches), use disinfectant.
5. Allow surfaces to air-dry or wipe dry with clean towel.
6. Dispose of or launder soiled cloths as per facility guidelines.

5.2 Floor Cleaning

1. Place wet floor signs to prevent slips.
2. Sweep or vacuum the floor to remove dust and debris.
3. Prepare cleaning solution in bucket according to manufacturer's instructions.
4. Mop or scrub the floor starting from the farthest point from entrance, moving towards exit.
5. Pay special attention to corners and high-traffic areas.
6. Allow floor to dry completely before removing signage.
7. Clean and disinfect mop and bucket after use.

5.3 Equipment Usage & Maintenance

- Inspect tools and equipment before use for cleanliness and functionality.

- Sanitize reusable equipment after each use.
- Report and replace damaged or worn-out equipment as required.

6. Safety Precautions

- Always wear assigned PPE.
- Follow manufacturer instructions for chemical use, storage, and dilution.
- Ensure adequate ventilation when using cleaning agents.
- Promptly clean spills and display caution signage.
- Store cleaning chemicals away from food and children.

7. Frequency of Cleaning

Area/Surface	Frequency
High-touch surfaces (doorknobs, switches)	2-3 times daily
General surfaces	Daily
Floors (common areas)	Daily or as required
Floors (low traffic/private areas)	2-3 times weekly or as needed
Spills/contamination	Immediately upon detection

8. Documentation & Records

- Maintain cleaning logs including date, time, area cleaned, staff initials.
- Record use of chemicals and any incidents or maintenance issues observed.

9. Review & Training

- Staff must be trained on this protocol before performing cleaning tasks.
- Review and update SOP annually or as needed.

10. References

- Manufacturer safety data sheets (SDS)
- Facility health and safety policies
- Local and national hygiene regulations