

# SOP Template: Cleaning, Sanitation, and Workplace Organization Standards

This SOP defines the **cleaning, sanitation, and workplace organization standards** to maintain a safe, efficient, and hygienic work environment. It includes protocols for regular cleaning schedules, proper use of cleaning agents, sanitation of equipment and surfaces, waste management, and organization of tools and materials. The goal is to minimize contamination risks, enhance productivity, and promote overall workplace safety and cleanliness.

## 1. Purpose

To establish effective cleaning, sanitation, and organization practices for all areas of the workplace, ensuring a safe, clean, and high-performing environment for all employees.

## 2. Scope

This SOP applies to all personnel, equipment, and workspaces within the facility.

## 3. Responsibilities

- **All Staff:** Adhere to cleaning schedules, proper sanitation, and organization protocols.
- **Supervisors:** Monitor compliance, maintain cleaning records, and supply cleaning materials.
- **Cleaning Staff:** Carry out assigned cleaning/sanitation tasks and document completed tasks.

## 4. Cleaning Schedules

Area/Item	Frequency	Responsible Party
Work Surfaces & Desks	Daily	All Staff
Equipment & Machinery	After Use/End of Shift	Operators
Floors	Daily/As Needed	Cleaning Staff
Restrooms	2x Daily	Cleaning Staff
Break Areas	Daily	Cleaning Staff
Trash Disposal	Daily/As Needed	All Staff

## 5. Cleaning and Sanitation Protocols

- Use only approved cleaning agents and follow manufacturer instructions.
- Wear appropriate PPE (gloves, masks, goggles) during cleaning procedures.
- Disinfect all high-touch surfaces (doorknobs, switches, handles) at least twice daily.
- Ensure all cleaning cloths, mops, and tools are cleaned and stored properly after use.
- Record cleaning tasks in the cleaning log upon completion.

## 6. Waste Management

- Segregate waste according to local regulations (hazardous, recyclable, general waste).
- Ensure waste bins are covered, lined, and emptied regularly.
- Clean and disinfect bins weekly.
- Report any spills or contamination immediately to supervisors.

## 7. Workplace Organization

- Store tools and materials in designated locations after use.
- Label storage areas clearly for easy identification.
- Keep walkways and emergency exits free from obstructions at all times.
- Perform regular inspections to maintain organization and address potential hazards.

## **8. Record Keeping**

- Maintain a cleaning log including date, time, task, and responsible individual.
- File all inspection reports and corrective actions for audit purposes.

## **9. Training**

- All new employees must receive orientation on these standards.
- Ongoing training provided annually or as needed to ensure compliance.

## **10. Review**

- This SOP must be reviewed and updated annually or following significant changes in operations, regulations, or cleaning products.