

SOP Template: Daily and Periodic Deep-Cleaning Schedules

This SOP details the **daily and periodic deep-cleaning schedules** necessary for maintaining optimal hygiene and cleanliness standards. It covers routine cleaning tasks, designated cleaning frequencies, proper use of cleaning agents and equipment, and specific deep-cleaning procedures to prevent contamination, ensure safety, and promote a sanitary environment. The schedule aims to support operational efficiency and compliance with health regulations.

1. Purpose

To establish consistent cleaning practices that maintain hygiene, prevent contamination, and comply with regulatory standards.

2. Scope

This SOP applies to all cleaning staff and relevant personnel responsible for cleaning communal and work areas.

3. Responsibilities

- Cleaning Staff: Execute cleaning tasks as per schedules.
- Supervisors: Monitor compliance, review logs, provide training, and ensure adequate supplies.
- All Personnel: Report spills, hazards, or sanitation issues promptly.

4. Cleaning Frequencies & Tasks

Area/Item	Daily Cleaning Tasks	Periodic Deep-Cleaning Tasks	Frequency
Floors (all rooms, corridors)	Sweep and mop with approved disinfectant Spot-clean spills immediately	Scrub using machine and deep-cleaning solution	Deep clean: Weekly
Restrooms	Disinfect sinks, toilets, urinals, and fixtures Clean mirrors Restock supplies	Remove scale, clean drains, wash walls/doors, sanitize bins	Deep clean: Twice monthly
High-touch Surfaces (doorknobs, switches, handles)	Wipe and disinfect all surfaces Check frequently throughout day	Disassemble removable parts, sanitize thoroughly	Deep clean: Monthly
Equipment & Appliances	Wipe exteriors, disinfect handles and controls	Empty, deep-clean interiors, descale if needed	Deep clean: Monthly
Waste Bins	Empty and disinfect	Scrub, sanitize, and air-dry	Deep clean: Weekly
Windows & Glass	Spot-clean fingerprints	Wash thoroughly, inside and out	Deep clean: Every 2 months

5. Cleaning Agents and Equipment

- Use only approved, labeled cleaning agents compatible with the items being cleaned.
- Utilize appropriate PPE (gloves, masks, goggles) when handling chemicals.
- Maintain and clean all mops, cloths, and equipment after each use to prevent cross-contamination.

6. Deep-Cleaning Procedures

1. Clear the area of all removable items and waste.
2. Apply prescribed deep-cleaning agent as per manufacturer instructions.
3. Allow appropriate contact time for disinfectants.
4. Scrub surfaces with designated tools.
5. Rinse (if necessary) and dry all surfaces thoroughly.
6. Replace and organize items after cleaning is complete.
7. Record task completion in cleaning logbook.

7. Documentation

- Maintain daily and periodic cleaning logs, signed off by responsible staff and verified by supervisors.
- Note any discrepancies, equipment faults, or inventory shortages.

8. References

- Company Hygiene Policy
- Local/State Health Regulations
- Chemical Safety Data Sheets (SDS)