

# SOP Template: Dismantling and Cleaning Procedures for Reusable Equipment

This SOP details the **dismantling and cleaning procedures for reusable equipment**, ensuring proper disassembly, thorough cleaning, sanitization, inspection, and reassembly of equipment to maintain hygiene, functionality, and safety. It aims to prevent contamination, equipment damage, and operational hazards by following standardized cleaning protocols and handling instructions.

## 1. Purpose

To establish standardized procedures for dismantling, cleaning, sanitizing, inspecting, and reassembling reusable equipment to ensure hygiene, integrity, and operational safety.

## 2. Scope

This SOP applies to all staff responsible for operating, maintaining, and cleaning reusable equipment within the facility.

## 3. Responsibilities

- **Staff:** Adhere to this SOP during dismantling and cleaning tasks.
- **Supervisors:** Ensure staff are trained and SOP is followed.
- **Quality Assurance:** Monitor compliance and audit cleaning records.

## 4. Materials & Equipment

- Personal Protective Equipment (PPE): Gloves, gowns, protective eyewear
- Approved cleaning agents/detergents and disinfectants
- Cleaning tools: Brushes, cloths, sponges, etc.
- Sanitizing solution as per manufacturer's instructions
- Replacement parts (if needed)
- Equipment-specific dismantling tools
- Inspection checklist/documentation forms

## 5. Procedure

### 1. Preparation

- Review manufacturer's instructions and cleaning records.
- Gather all necessary tools, cleaning agents, and PPE.
- Ensure the equipment is switched off and disconnected from power sources.

### 2. Dismantling

- Wear designated PPE.
- Disassemble equipment as per manufacturer's guidelines.
- Keep small parts and components organized to prevent loss or damage.

### 3. Cleaning

- Remove visible debris and residues from all equipment parts.
- Clean each component with approved detergents/cleaning agents using appropriate brushes or cloths.
- Thoroughly rinse all parts to remove cleaning agents.

### 4. Sanitization

- Apply approved disinfectant solution to all applicable surfaces.
- Allow recommended contact time for effective sanitization.
- Rinse and allow parts to air-dry on a clean, lint-free surface.

### 5. Inspection

- Visually inspect each part for cleanliness, wear, or damage.
- Replace any defective or worn parts as required.
- Record findings in the equipment inspection log.

### 6. Reassembly

- Reassemble the equipment according to manufacturer's instructions.
- Ensure all parts are securely and correctly fitted.
- Conduct post-cleaning function tests if applicable.

### 7. Documentation & Sign-off

- Complete cleaning and inspection records with date, time, and staff signature.
- Report any issues or deviations to a supervisor immediately.

## 6. Safety & Precautions

- Always wear appropriate PPE throughout the process.
- Follow manufacturer's safety warnings and instructions.
- Dispose of waste and used cleaning materials according to facility protocols.
- Avoid cross-contamination by using designated tools for each equipment type.

## 7. References

- Manufacturer's operating and cleaning manuals
- Facility hygiene and safety protocols
- Applicable regulatory guidelines (e.g., OSHA, CDC, local regulations)

## 8. Revision History

Version	Date	Description of Change	Approved By
1.0	2024-06-15	Initial creation	[Name/Title]