

Standard Operating Procedure (SOP): Classroom Cleaning Schedule and Frequency

This SOP defines the **classroom cleaning schedule and frequency**, detailing the regular cleaning tasks required to maintain a hygienic and conducive learning environment. It includes daily, weekly, and monthly cleaning activities such as dusting, sweeping, mopping, disinfecting surfaces, and waste disposal. The procedure ensures classrooms remain safe, organized, and free from allergens and germs, promoting student health and overall cleanliness standards.

Purpose

To establish a standardized cleaning routine for classrooms to ensure cleanliness, reduce the spread of germs, and promote the well-being of students and staff.

Scope

This SOP applies to all classrooms in the institution and must be followed by cleaning staff, janitors, and custodians responsible for classroom maintenance.

Responsibilities

- **Cleaning Staff:** Perform cleaning tasks as per schedule and note completion.
- **Supervisors:** Monitor, verify, and log completion of cleaning activities; conduct random inspections.
- **Teachers/Staff:** Report any cleanliness concerns to administration.

Cleaning Schedule & Frequency

Task	Frequency	Details
Sweeping and mopping floors	Daily	Use appropriate cleaning solutions; focus on corners and under furniture.
Dusting surfaces (tables, chairs, shelves)	Daily	Use microfiber cloths or dusters; prioritize high-contact surfaces.
Empty waste bins and replace liners	Daily	Dispose of waste properly in designated collection points.
Disinfecting door handles, switches, and desks	Daily	Use approved disinfectants to reduce germ transmission.
Cleaning and sanitizing windows and glass surfaces	Weekly	Use glass-friendly cleaning agents.
Cleaning and organizing storage areas	Weekly	Remove clutter, arrange teaching materials and supplies.
Spot-cleaning walls and doors	Weekly	Remove smudges, marks, and graffiti as needed.
Deep cleaning of floors (scrubbing, polishing or waxing as applicable)	Monthly	Follow manufacturer guidance for flooring materials.
Check and clean air vents and fans	Monthly	Remove dust buildup to improve air quality.

Procedure

1. Refer to the cleaning schedule daily, weekly, and monthly.
2. Gather appropriate cleaning supplies and personal protective equipment (PPE).
3. Perform tasks as listed, checking off upon completion.
4. Log completion and report any maintenance issues observed during cleaning.
5. Supervisors to verify and sign off on completed tasks and conduct random inspections for quality control.

Documentation

- Daily/weekly/monthly cleaning logs (maintained and reviewed by supervisors).
- Inspection reports and corrective action notes (if required).

Review and Revision

This SOP will be reviewed annually or as needed based on feedback or changes in health guidelines.