

Standard Operating Procedure (SOP): Cleaning and Sanitation Schedule

This SOP details the **cleaning and sanitation schedule** to ensure a hygienic environment through regular, systematic cleaning and disinfecting practices. It covers the frequency and methods of cleaning various areas, the selection and proper use of cleaning agents and sanitizers, safety precautions for personnel, documentation of cleaning activities, and procedures for monitoring and verifying sanitation effectiveness. Adhering to this schedule helps prevent contamination, maintain compliance with health standards, and promote overall safety and cleanliness.

1. Purpose

To establish a structured cleaning and sanitation schedule that ensures all workspaces and equipment remain clean, sanitary, and in compliance with health and safety standards.

2. Scope

This SOP applies to all staff members, contractors, and cleaning personnel responsible for maintaining cleanliness and hygiene in the facility.

3. Responsibilities

- **Sanitation Supervisor:** Oversee implementation of the cleaning schedule, assign tasks, and verify compliance.
- **Cleaning Staff:** Perform cleaning and sanitation tasks per the schedule and instructions.
- **All Personnel:** Report any issues or deviations and maintain personal hygiene and workspace cleanliness.

4. Cleaning and Sanitation Schedule

Area/Equipment	Cleaning Frequency	Cleaning Method	Cleaning Agent/Sanitizer	Responsible Person
Production Floors	Daily (End of Shift)	Sweep, mop, sanitize	Approved floor sanitizer	Cleaning Staff
Work Surfaces & Tables	After Each Use	Wipe, disinfect	Food-grade sanitizer	All Staff
Restrooms	3x Daily	Scrub, disinfect	Bathroom cleaner, disinfectant	Cleaning Staff
Equipment & Tools	After Each Use	Wash, rinse, sanitize	Equipment-safe sanitizer	Users
Trash Bins	Daily or when full	Empty, wipe, disinfect	Surface disinfectant	Cleaning Staff
Door Handles & Switches	2x Daily	Wipe, disinfect	Surface disinfectant	Cleaning Staff

5. Cleaning Procedures

1. Remove visible debris and pre-clean surfaces if necessary.
2. Apply appropriate cleaning agent, ensuring contact time per product instructions.
3. Rinse (if required) and allow to air dry or dry with clean towels.
4. Apply approved sanitizer/disinfectant as specified for the area or equipment.

6. Cleaning Agents and Sanitizers

- Only approved cleaning agents and sanitizers are to be used.
- Follow manufacturer's instructions for dilution, contact times, and storage.
- Store chemicals securely and away from food or food contact items.

7. Safety Precautions

- Wear appropriate PPE (gloves, goggles, masks, as applicable).
- Ensure adequate ventilation during cleaning activities.
- Follow all safety data sheets (SDS) for chemicals used.
- Report any accidents, injuries, or chemical exposures immediately.

8. Documentation

- Complete and sign cleaning logs after each task.
- Retain records for inspection and audits.
- NOTE: Sample log sheets should include date, time, area cleaned, personnel, and supervisor's signature.

9. Monitoring and Verification

- Sanitation supervisor checks cleaning logs daily.
- Regular inspections using visual checks or swab tests where appropriate.
- Address any deficiencies immediately and retrain staff if necessary.

10. Revision History

Revision No.	Date	Description	Approved By
1.0	2024-06-03	Initial SOP release	_____