

SOP: Daily and Periodic Cleaning Schedules and Task Allocation

This SOP details the **daily and periodic cleaning schedules and task allocation** to maintain a clean, safe, and hygienic environment. It includes the identification of cleaning tasks, frequency of cleaning activities, assignment of responsibilities to specific personnel, and procedures for monitoring and verifying completion. The goal is to ensure consistent cleanliness standards, enhance workplace safety, prevent contamination, and promote operational efficiency through organized and systematic cleaning routines.

1. Scope

This SOP applies to all areas requiring routine cleaning and all personnel involved in cleaning activities within the facility.

2. Responsibilities

- **Cleaning Staff:** Perform cleaning tasks as assigned according to the schedule.
- **Supervisors:** Allocate tasks, provide necessary materials, and monitor completion.
- **Facility Manager:** Review cleaning logs and verify adherence to SOP.

3. Cleaning Tasks Identification

- Floors (sweeping, mopping, vacuuming)
- Desks and workstations
- Restrooms and washbasins
- Doors, handles, and switches
- Trash bins (emptying and sanitization)
- Common areas (lobbies, meeting rooms)
- Windows and glass partitions
- Periodic deep cleaning (e.g., carpets, upholstery, vents)

4. Cleaning Schedules

Area/Task	Frequency	Responsible Staff
Floors (sweep/mop)	Daily	Cleaner A
Desks & Workstations	Daily	Cleaner B
Restrooms	Twice Daily	Cleaner C
Trash Bins	Daily/As needed	Cleaner A
Doors & Switches	Daily	Cleaner B
Common Areas	Daily	Cleaner A
Windows/Partitions	Weekly	Cleaner C
Deep Cleaning (carpet, vents)	Monthly	All Cleaners

5. Task Allocation

- Supervisors assign daily and periodic tasks according to availability and rotation schedule.
- Assigned staff check the daily cleaning log before starting and sign off upon completion.
- Task allocation is adjusted as needed based on workload, events, or absenteeism.

6. Monitoring and Verification

- Supervisors perform daily inspections and randomly check completed tasks.
- All staff must sign the **Cleaning Log Sheet** after completing each task.
- Facility Manager reviews the log weekly and addresses any issues or non-conformances.

7. Documentation

- Daily Cleaning Log Sheets
- Weekly Supervisor Reports
- Periodic Deep Cleaning Checklists

8. Review

This SOP shall be reviewed annually and updated as necessary to reflect procedure changes, staffing, or facility modifications.