

# Standard Operating Procedure (SOP)

## Environmental Cleaning and Disinfection Procedures

This SOP defines **environmental cleaning and disinfection procedures** to maintain a hygienic and safe environment. It covers proper cleaning techniques, selection and use of disinfectants, cleaning frequency, equipment sanitation, waste disposal, and staff training to prevent contamination and control the spread of pathogens. Adhering to these procedures ensures a healthy and safe setting for all occupants and reduces the risk of infection transmission.

### 1. Purpose

To outline standardized procedures for cleaning and disinfection of the facility to minimize environmental contamination and control the spread of infectious agents.

### 2. Scope

This SOP applies to all staff responsible for cleaning and disinfection in the facility, including common areas, restrooms, offices, and equipment.

### 3. Responsibilities

- Cleaning staff: Perform cleaning and disinfection as per guidelines.
- Supervisors: Ensure compliance with SOP and report deficiencies.
- All personnel: Maintain personal hygiene and report hazards or spills immediately.

### 4. Definitions

- **Cleaning:** Physical removal of visible dirt, dust, and organic material from surfaces.
- **Disinfection:** Application of chemical agents to destroy or inactivate pathogens on surfaces and objects.

### 5. Procedure

#### 5.1 Preparation

- Wear appropriate Personal Protective Equipment (PPE) such as gloves, masks, and gowns as required.
- Prepare cleaning and disinfection solutions according to manufacturer instructions.
- Gather all necessary cleaning equipment and supplies.

#### 5.2 Cleaning Techniques

- Start from the least contaminated (cleanest) areas and move towards the most contaminated (dirtiest) areas.
- Use separate cleaning equipment (e.g., mops, cloths) for different areas to prevent cross-contamination.
- Use detergent and water for manual cleaning. Scrub all surfaces to remove debris and organic matter.

#### 5.3 Disinfection Procedures

- After cleaning, apply the appropriate disinfectant to surfaces, ensuring recommended contact time is maintained.
- Focus on high-touch surfaces such as door handles, switches, handrails, and bathroom fixtures.
- Allow surfaces to air dry unless stated otherwise by the disinfectant manufacturer.

#### 5.4 Selection and Use of Disinfectants

- Select EPA-registered or approved disinfectants suitable for the surface and pathogen of concern.
- Follow all safety instructions and dilution ratios on the product label.
- Do not mix different chemical products unless directed by manufacturer guidelines.

#### 5.5 Cleaning Frequency

Area	Frequency
High-touch surfaces (doorknobs, switches)	At least twice daily and as needed
Restrooms	At least daily, or more frequently in high-use areas

Floors and general surfaces	Daily
Shared equipment	Between each use

5.6 Equipment Sanitation

- Thoroughly clean and disinfect cleaning tools (e.g., mops, buckets) after use.
- Allow equipment to dry completely before storage.

5.7 Waste Disposal

- Dispose of waste in designated, lined containers with lids.
- Seal and remove waste from the area daily or more frequently as needed.
- Handle biohazard waste according to regulatory guidelines.

5.8 Staff Training

- All cleaning personnel must receive initial and refresher training on cleaning and disinfection protocols, PPE usage, and safe chemical handling.
- Maintain records of training completion.

6. Monitoring and Documentation

- Supervisors should perform regular spot checks to ensure compliance with cleaning procedures.
- Document all cleaning and disinfection activities (date, time, areas cleaned, name of staff involved).

7. References

- Facility safety and hygiene policies
- Disinfectant manufacturer guidelines
- Relevant local and federal regulations

8. Revision History

Version	Date	Description
1.0	2024-06-09	Initial document release