

# Standard Operating Procedure (SOP): Facility Maintenance and Cleanliness Standards

This SOP defines the **facility maintenance and cleanliness standards** required to ensure a safe, hygienic, and efficient working environment. It covers regular cleaning schedules, maintenance of equipment and infrastructure, waste management procedures, pest control measures, and responsibilities of staff. Adhering to these standards helps prevent accidents, contamination, and equipment failures, thereby promoting overall operational excellence and compliance with health and safety regulations.

## 1. Purpose

To establish clear guidelines and standards for maintaining the facility and ensuring cleanliness, thereby safeguarding employee health and well-being and supporting high operational standards.

## 2. Scope

This SOP applies to all staff, contractors, and third-party service providers involved in the maintenance and cleanliness of the facility, including offices, production areas, restrooms, common areas, storage, and external premises.

## 3. Responsibilities

- **Facility Manager:** Oversees implementation and compliance of this SOP.
- **Maintenance Staff:** Conduct regular checks and ensure upkeep of the facility and equipment.
- **Cleaning Staff:** Perform cleaning per established schedules and standards.
- **All Employees:** Maintain personal workspaces and promptly report issues or hazards.

## 4. Cleaning Schedule

Area	Activity	Frequency	Responsible
Offices & Common Areas	Dusting, vacuuming, surface disinfection	Daily	Cleaning Staff
Restrooms	Disinfection, restock supplies, waste removal	Twice Daily	Cleaning Staff
Production/Work Areas	Surface and floor cleaning, equipment wipe-down	After each shift	Cleaning Staff
External Premises	Litter removal, sweeping	Daily	Maintenance Staff

## 5. Facility and Equipment Maintenance

- Schedule and conduct regular inspections of building infrastructure (floors, ceilings, lighting, HVAC, plumbing).
- Maintain and service all equipment based on manufacturers' recommendations.
- Document all maintenance activities, with follow-up action for any issues observed.
- Address urgent repairs immediately to prevent hazards and disruptions.

## 6. Waste Management Procedures

- Use designated bins for general, recyclable, and hazardous waste.
- Empty waste bins according to the cleaning schedule and as needed.
- Store hazardous waste securely before collection by certified vendors.
- Maintain cleanliness in waste storage and disposal areas.

## 7. Pest Control Measures

- Conduct monthly pest inspections through certified providers.
- Seal entry points and repair cracks or openings in facility structure.
- Document all pest control activities and escalate concerns as necessary.

## **8. Documentation and Records**

- Maintain detailed logs for cleaning, maintenance, repairs, and pest control.
- Keep inspection checklists and corrective action records for at least 12 months.

## **9. Training**

- Conduct initial and refresher training for all relevant staff on this SOP.
- Keep training records up to date and accessible for audits.

## **10. Review and Continuous Improvement**

- Review this SOP annually or upon significant facility changes.
- Encourage employee feedback to identify areas for improvement.

## **11. References**

- Relevant health and safety regulations
- Manufacturer equipment manuals
- Company policies and procedures