

SOP: Steps for Sanitizing Tools and Equipment After Each Shift

This SOP describes the **steps for sanitizing tools and equipment after each shift**, including initial cleaning to remove debris, application of appropriate disinfectants, proper drying techniques, and safe storage practices. The procedure ensures all tools and equipment are thoroughly sanitized to prevent contamination, maintain hygiene standards, and promote a safe working environment for all personnel.

Scope

This procedure applies to all personnel responsible for the use and maintenance of tools and equipment at *[Facility/Department Name]*.

Responsibilities

- All personnel must follow these steps after each shift.
- Supervisors must ensure compliance and monitor proper execution of sanitation steps.

Required Materials

- Personal Protective Equipment (PPE) – gloves, goggles, masks
- Appropriate disinfectants (as specified by manufacturer or safety guidelines)
- Soft brushes, cloths, or scrubbing pads
- Clean water (potable)
- Drying towels or air-drying racks

Procedure

- 1. Preparation**
 - Wear appropriate PPE before handling tools and cleaning agents.
 - Ensure all tools and equipment are unplugged and powered off (if applicable).
- 2. Initial Cleaning**
 - Remove visible dirt, debris, or residue from surfaces using a soft brush or cloth.
 - Rinse tools and equipment with clean water if compatible.
- 3. Disinfection**
 - Apply the recommended disinfectant according to the manufacturer's instructions.
 - Allow sufficient contact time for effective sanitization.
 - For delicate or electronic items, use appropriate disinfectant wipes and avoid excess liquid.
- 4. Rinsing (if needed)**
 - Rinse tools with clean water to remove disinfectant residue, if required by the product instructions.
- 5. Drying**
 - Dry items thoroughly with a clean towel or place on an air-drying rack.
 - Ensure no moisture remains that could result in rust or equipment damage.
- 6. Storage**
 - Inspect tools and equipment for cleanliness and functionality.
 - Store sanitized items in a clean, dry, and designated storage area.
- 7. Completion**
 - Dispose of used cleaning materials in accordance with facility protocols.
 - Remove PPE and wash hands thoroughly.

Documentation

Complete and sign the shift sanitation checklist/log before leaving.

References

- Equipment manufacturer cleaning instructions
- Facility sanitation policies
- MSDS/SDS for cleaning chemicals

Revision History

- Version 1.0 “ [Date] ” Initial release