

SOP Template: Cleaning and Sanitation Scheduling and Frequency

This SOP defines the **cleaning and sanitation scheduling and frequency** to maintain hygiene and prevent contamination. It includes establishing routine cleaning intervals, specifying cleaning methods and agents, assigning responsibilities, monitoring compliance, and documenting procedures to ensure a consistent and effective sanitation program in the facility.

1. Purpose

To outline the procedures for scheduling, performing, and documenting cleaning and sanitation activities to ensure consistent hygiene and prevent contamination risks throughout the facility.

2. Scope

This SOP applies to all areas, equipment, and personnel involved in cleaning and sanitation within the facility.

3. Responsibilities

- **Sanitation Team:** Responsible for completing cleaning and sanitation tasks as per schedule.
- **Supervisors:** Assign cleaning duties, monitor compliance, and verify documentation.
- **Quality Assurance (QA):** Monitor, verify, and audit the effectiveness of cleaning activities.

4. Cleaning Schedule

Area/Equipment	Cleaning Frequency	Method	Cleaning Agent	Assigned Personnel
Food Contact Surfaces	After each use / End of shift	Wash, rinse, sanitize	Approved food-grade sanitizer	Sanitation Team
Floors	Daily	Sweep, mop, sanitize	General floor cleaner	Janitorial Staff
Equipment (Mixers, Ovens, etc.)	Weekly or as needed	Disassemble, wash, sanitize	Equipment-specific cleaner	Sanitation Team
Restrooms	2x Daily	Clean, disinfect	Disinfectant cleaner	Janitorial Staff
Walls/Ceilings	Monthly	Wipe down, sanitize	General-purpose cleaner	Maintenance

5. Procedure

1. Review cleaning schedules and assign responsibilities to personnel.
2. Prepare required cleaning and sanitation agents as per manufacturer's instructions.
3. Perform cleaning according to the method listed for each area/equipment.
4. Rinse or wipe down surfaces as required, ensuring no chemical residues remain.
5. Complete cleaning logs or checklists after task completion.
6. Supervisor reviews and verifies cleaning activities daily.
7. Address deficiencies immediately and document corrective actions.

6. Monitoring and Documentation

- Maintain cleaning records for each area/equipment, including date, time, method, agents used, and personnel signature.
- Supervisors to verify and initial each completed record daily.
- Conduct periodic audits by QA to ensure compliance and effectiveness.
- Retain documentation as per company policy and regulatory requirements.

7. Review and Updates

This SOP will be reviewed annually, or upon significant procedural changes, to ensure ongoing suitability and effectiveness.