

Standard Operating Procedure (SOP)

Cleaning and Sanitizing Protocols for Equipment and Surfaces

This SOP details the **cleaning and sanitizing protocols for equipment and surfaces**, including the selection of appropriate cleaning agents and sanitizers, proper cleaning techniques, frequency of cleaning, safe handling and storage of cleaning materials, and verification of cleanliness. The objective is to maintain a hygienic environment, prevent contamination, and ensure compliance with health and safety standards in all operational areas.

1. Purpose

To ensure the effective cleaning and sanitization of all equipment and surfaces, minimizing the risk of contamination and maintaining compliance with health and safety regulations.

2. Scope

This procedure applies to all employees responsible for cleaning and sanitizing equipment and surfaces in operational areas.

3. Responsibilities

- **Supervisors:** Ensure staff are trained and protocols are followed.
- **Staff:** Follow cleaning and sanitizing procedures as outlined in this SOP.
- **Quality Assurance:** Verify cleanliness and record-keeping.

4. Materials and Equipment

- Approved cleaning agents (detergents)
- Approved sanitizers (list product names/types here)
- Cleaning cloths, brushes, or sponges
- Protective equipment: gloves, goggles, aprons
- Storage containers for cleaning products
- Log sheets/cleaning checklists

5. Procedure

1. **Preparation**
 - Wear appropriate personal protective equipment (PPE).
 - Assemble necessary cleaning materials and confirm their suitability for the equipment or surface being cleaned.
 - Ensure work area is clear of food or sensitive products.
2. **Cleaning**
 - Remove gross debris from surfaces and equipment.
 - Wash with an approved cleaning agent, following the manufacturer's instructions for dilution and contact time.
 - Rinse thoroughly with potable water to remove detergent residue.
3. **Sanitizing**
 - Apply an approved sanitizer at the recommended concentration and contact time.
 - Allow surfaces to air dry unless the sanitizer specifies otherwise.
 - Do not rinse unless directed by sanitizer label.
4. **Final Steps**
 - Visually inspect surfaces and equipment for cleanliness.
 - Complete cleaning and sanitation log sheets.
 - Store cleaning materials safely in designated areas.

6. Frequency of Cleaning

Area/Equipment	Frequency
Food contact surfaces	After each use and at least every 4 hours during continuous use
Non-food contact surfaces	Daily or as needed
Equipment (general)	After each operation or shift
High-touch points (handles, knobs, switches)	Multiple times per shift

7. Safe Handling and Storage

- Store cleaning agents and sanitizers in labeled, secure containers away from food handling areas.
- Follow Safety Data Sheets (SDS) for all chemicals.
- Keep cleaning equipment clean and in good repair.

8. Verification

- Supervisors will conduct periodic inspections using visual checks and, where necessary, hygiene tests (e.g., ATP swabs).
- All cleaning activities must be documented and records maintained for review.

9. References

- Manufacturer's instructions for equipment and chemicals
- Company hygiene and safety policies
- Relevant local and national health regulations