

Standard Operating Procedure (SOP)

Cleaning and Sanitizing Workspaces

This SOP provides detailed guidelines for **cleaning and sanitizing workspaces** to maintain a hygienic and safe environment. It covers the proper selection and use of cleaning agents and disinfectants, step-by-step procedures for effective cleaning and sanitizing of surfaces and equipment, frequency and scheduling of cleaning tasks, safety precautions to protect cleaning personnel, and protocols for monitoring and verifying cleanliness. The objective is to minimize contamination risks, prevent the spread of germs and pathogens, and ensure compliance with health and safety standards in the workplace.

1. Purpose

To establish standardized procedures for the cleaning and sanitizing of workspaces to minimize contamination, prevent the spread of germs and pathogens, and maintain compliance with health and safety regulations.

2. Scope

This SOP applies to all staff members responsible for cleaning and sanitizing any workspace within the facility, including offices, desks, shared equipment, meeting rooms, and break areas.

3. Responsibilities

- **Cleaning Personnel:** Carry out all cleaning and sanitizing tasks as per this SOP.
- **Supervisors/Managers:** Ensure compliance, provide necessary supplies and training, and monitor effectiveness.
- **All Staff:** Maintain cleanliness and report any cleanliness or hygiene issues.

4. Materials and Equipment

- Approved cleaning agents and disinfectants
- Personal protective equipment (PPE): gloves, masks, safety goggles
- Cleaning cloths, sponges, or disposable wipes
- Mops, buckets, brooms, vacuums
- Spray bottles
- Waste bins and liners

5. Selection and Use of Cleaning Agents

- Use cleaning agents and disinfectants approved for use in the facility and appropriate to the surfaces and contaminants.
- Follow manufacturers' instructions for dilution, contact time, and application method.
- Store chemicals in labeled containers away from food and occupied areas.

6. Procedure

1. **Preparation**
 - Wear appropriate PPE before starting cleaning tasks.
 - Ensure proper ventilation in the workspace.
 - Collect and prepare all necessary materials.
2. **Cleaning**
 - Remove visible debris and dirt from surfaces.
 - Clean surfaces using approved cleaning agents. Use clean cloths to prevent cross-contamination.
 - Pay special attention to high-touch surfaces (e.g., doorknobs, light switches, keyboards, phones).
3. **Sanitizing/Disinfecting**
 - Apply disinfectant to surfaces after cleaning. Follow recommended contact time for effectiveness.
 - Allow surfaces to air-dry unless otherwise specified.
4. **Finishing**
 - Properly dispose of used cleaning materials and PPE according to facility protocols.
 - Sanitize hands upon completion of tasks.
 - Document the completion of cleaning tasks in the log sheet.

7. Cleaning Frequency & Scheduling

Area	Frequency	Notes
High-touch surfaces (handles, switches, phones)	At least twice daily	Increase frequency during outbreaks
Desks and workstations	Daily or after use	Before and after each shift if shared
Common areas (meeting rooms, break rooms)	Daily or as needed	After meetings, lunch breaks, or large gatherings
Bathrooms	Multiple times daily	Restock supplies as needed

8. Safety Precautions

- Use PPE at all times; replace as necessary.
- Handle cleaning chemicals according to Safety Data Sheets (SDS).
- Never mix different cleaning agents together.
- Report any spills, injuries, or adverse reactions immediately.
- Dispose of waste according to local regulations.

9. Monitoring and Verification

- Maintain a cleaning log with date, time, area cleaned, and signature.
- Supervisors conduct regular inspections and record findings.
- Report and correct any deficiencies promptly.

10. Records

- Cleaning logs
- Inspection reports
- Incident reports (if applicable)

11. Revision/Approval

This SOP is reviewed annually and updated as necessary to ensure ongoing effectiveness.

Approved by: _____ Date: _____

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