

# SOP: Cleanliness and Hygiene Maintenance

This SOP details the procedures for **cleanliness and hygiene maintenance** to ensure a safe and healthy environment. It includes regular cleaning schedules, sanitation protocols, personal hygiene standards, waste disposal methods, and contamination prevention measures. The goal is to maintain high standards of cleanliness to prevent the spread of germs and promote overall well-being in the workplace or facility.

## 1. Purpose

To establish and maintain procedures for effective cleanliness and hygiene practices in all workspaces and facilities.

## 2. Scope

This SOP applies to all staff, contractors, and visitors in the facility.

## 3. Responsibilities

Role	Responsibilities
Facility Manager	Oversees implementation and compliance with cleanliness and hygiene protocols.
Cleaning Staff	Performs daily cleaning, sanitation, and waste disposal tasks.
All Staff & Visitors	Maintains personal hygiene and follows established protocols.

## 4. Procedures

### 4.1 Daily Cleaning Schedule

- Floors and surfaces to be swept, mopped, and disinfected every day.
- High-touch areas (doorknobs, switches, handles) cleaned at least twice daily.
- Restrooms cleaned and restocked with hand soap and paper towels every shift.

### 4.2 Sanitation Protocols

- Approved disinfectants must be used as per manufacturer's instructions.
- All cleaning equipment (mops, rags) are sanitized after each use.
- Hand sanitizers placed in common areas and refilled daily.

### 4.3 Personal Hygiene Standards

- All personnel must wash hands with soap and water for at least 20 seconds before and after meals, after restroom use, and after touching any waste.
- Proper personal protective equipment must be worn as required.
- Employees must report any illness symptoms immediately.

### 4.4 Waste Disposal Methods

- Waste bins to be lined with disposable bags and emptied at least once per day, or more frequently if needed.
- Segregate recyclable, non-recyclable, and hazardous waste as per facility policy.
- Hands washed or sanitized after handling waste.

### 4.5 Contamination Prevention

- Avoid cross-contamination by using color-coded cleaning cloths and equipment for different areas.
- Food and beverages must only be consumed in designated areas.
- Immediate reporting and cleaning of any spills or contamination incidents.

## 5. Documentation

- Daily cleaning and sanitation logs to be completed and verified by supervisors.
- Incident reports to be filed for any breaches in hygiene protocols.

## 6. Training

- All staff must receive regular training on hygiene, sanitation practices, and the correct use of cleaning agents and PPE.

## 7. Review

- This SOP will be reviewed annually or as needed based on policy changes or identified issues.

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*Approved by:* \_\_\_\_\_

*Date:* \_\_\_\_\_