

Standard Operating Procedure (SOP): Cleanliness and Sanitation Standards Enforcement

Purpose

This SOP details the **cleanliness and sanitation standards enforcement** necessary to maintain a hygienic environment. It covers the establishment of cleaning schedules, proper waste disposal methods, sanitation protocols for equipment and facilities, employee hygiene requirements, monitoring and inspection procedures, and corrective actions for non-compliance. The objective is to ensure a safe, healthy, and compliant workplace by consistently upholding rigorous cleanliness and sanitation standards.

Scope

This SOP applies to all employees, contractors, and visitors in the workplace, and pertains to all office, production, storage, and common areas.

Responsibilities

- **Management:** Ensure this SOP is implemented, resourced, and reviewed.
- **Supervisors:** Oversee compliance and provide necessary training.
- **Employees:** Follow cleanliness and sanitation procedures as instructed.
- **Sanitation Staff:** Execute cleaning tasks as per schedule.

Procedure

1. **Establishment of Cleaning Schedules**
 - Create and post cleaning schedules for all areas and equipment.
 - Assign responsibility and document completion of tasks.
 - Update schedules as needed for changes in operations.
2. **Proper Waste Disposal**
 - Provide labeled bins for different types of waste (e.g., general, recyclable, hazardous).
 - Empty bins regularly and ensure safe removal of waste from premises.
 - Use PPE when handling hazardous waste.
3. **Sanitation of Equipment and Facilities**
 - Clean and sanitize equipment after use according to manufacturer guidelines.
 - Disinfect high-touch surfaces (e.g., doorknobs, shared tools) at least daily.
 - Use approved cleaning agents and maintain Safety Data Sheets (SDS).
4. **Employee Hygiene**
 - Require regular handwashing and use of sanitizers.
 - Enforce proper use of uniforms and protective gear.
 - Restrict sick employees from the premises until recovery.
5. **Monitoring and Inspection**
 - Conduct scheduled and random inspections of all areas.
 - Use checklists and document findings.
 - Report deficiencies immediately.
6. **Corrective Actions**
 - Investigate non-compliance incidents promptly.
 - Take immediate corrective measures (e.g., recleaning, retraining staff).
 - Document actions taken and verify resolution.

Records

Record Type	Responsible Person	Retention Period
Cleaning and Inspection Checklists	Sanitation Supervisor	12 months
Non-compliance Reports	Supervisor/Manager	12 months
Training Logs	HR	2 years

Review and Updates

This SOP must be reviewed annually or as needed following changes in regulations, company policies, or after significant incidents relating to cleanliness or sanitation.

References

- Local and national health and safety regulations
- Company Health & Safety Policy
- Equipment Manufacturer Guidelines

Approval

Approved by: _____

Date: _____