

SOP: Responsibilities Assignment for Cleaning Tasks Among Staff

This SOP details the **responsibilities assignment for cleaning tasks** among staff, ensuring clear delegation, accountability, and efficient completion of cleaning duties. It establishes guidelines for task distribution based on roles, schedules regular cleaning routines, and promotes a hygienic and orderly work environment. The procedure fosters teamwork and maintains cleanliness standards critical for safety and operational efficiency.

1. Purpose

To assign cleaning responsibilities among staff, ensuring cleanliness standards are met and maintained throughout all work areas.

2. Scope

Applies to all staff members within the facility, including full-time, part-time, and contract employees.

3. Definitions

- **Cleaning Tasks:** Duties related to maintaining hygiene, order, and cleanliness in workspaces, common areas, and facilities.
- **Responsible Staff:** Designated individuals or teams tasked with performing or overseeing specific cleaning activities.

4. Responsibilities

Task	Responsible Role	Frequency	Supervisor
Workstation cleaning (desks, equipment)	Assigned Employee	Daily	Department Supervisor
Common area cleaning (lounges, meeting rooms)	Janitorial Staff	Twice Daily	Facilities Manager
Restroom cleaning & restocking	Janitorial Staff	Every 4 Hours	Facilities Manager
Trash removal	Assigned Employee / Janitorial Staff	Daily	Facilities Manager
Kitchen & pantry cleaning	Rotational (Staff Roster)	After Use / End of Day	Department Supervisor
Floor cleaning (sweeping, mopping, vacuuming)	Janitorial Staff	Daily	Facilities Manager

5. Procedure

1. The Facilities Manager develops and maintains the cleaning roster, updating assignments as needed.
2. Each staff member reviews their individual cleaning responsibilities at the start of their shift.
3. Tasks are to be performed at the specified frequency and documented in the cleaning log.
4. Supervisors conduct random checks to ensure compliance and address deficiencies promptly.
5. Completed tasks are acknowledged in the logbook with date, time, and signature/initials.
6. Staff notify their supervisor of any obstacles (e.g., lack of supplies) that may hinder task completion.

6. Documentation

- Cleaning Roster
- Cleaning Logbook/Checklist
- Incident/Issue Report Form (if applicable)

7. Review and Improvement

- SOP to be reviewed annually, or as required based on operational needs or incidents.
- Staff feedback is to be solicited and considered for continual process improvement.

8. Related Policies

- Workplace Health & Safety Policy
- Infection Control and Hygiene Policy