

# SOP Template: Cleaning and Sanitation Procedures

This SOP details **cleaning and sanitation procedures** essential for maintaining hygiene and preventing contamination. It covers cleaning schedules, approved cleaning agents, equipment sanitation, waste disposal, personal hygiene practices, and verification methods. The goal is to ensure a safe and sanitary environment that complies with health regulations and promotes operational efficiency.

## 1. Purpose

To establish standard procedures for cleaning and sanitizing all areas, equipment, and tools to ensure a safe and hygienic environment.

## 2. Scope

This SOP applies to all personnel responsible for cleaning, sanitizing, and maintaining sanitation in the facility.

## 3. Responsibilities

- **Sanitation Staff:** Execute cleaning and sanitation tasks as described.
- **Supervisors:** Ensure compliance, conduct inspections, and document verification.
- **All Personnel:** Follow personal hygiene practices and report hazards or issues immediately.

## 4. Cleaning Schedules

Area/Equipment	Cleaning Frequency	Responsible Person
Work Surfaces	Daily / After Each Use	Assigned Staff
Restrooms	Twice Daily	Cleaning Staff
Equipment	After Each Use	Operators
Floors	Daily	Cleaning Staff
Waste Bins	Daily / As Needed	Cleaning Staff

## 5. Approved Cleaning Agents

- Use only approved cleaning and sanitizing agents as provided by management.
- Never mix chemicals unless specified.
- Always follow manufacturer's instructions and Safety Data Sheets (SDS).

**Examples:** Quaternary ammonium compounds, chlorine-based solutions, detergents, alcohol wipes (for sensitive equipment).

## 6. Equipment Sanitation

1. Disassemble equipment as per guidelines.
2. Remove visible debris with approved cleaning tools.
3. Wash with detergent and potable water.
4. Rinse thoroughly to remove residues.
5. Apply sanitizer and allow appropriate contact time.
6. Air dry or reassemble following protocols.

## 7. Waste Disposal

- Segregate waste into appropriate containers (general, recyclable, hazardous).
- Ensure waste bins are covered and emptied regularly.
- Clean and sanitize waste containers daily.
- Follow all local legislation and company policy for hazardous waste disposal.

## 8. Personal Hygiene Practices

- Wash hands thoroughly before and after cleaning, and after handling waste.
- Wear appropriate personal protective equipment (PPE) such as gloves, masks, aprons, and safety glasses.
- Do not eat, drink, or smoke in cleaning and sanitation areas.

## 9. Verification & Documentation

- Supervisors conduct scheduled inspections of cleaning and sanitation records.
- Document all cleaning activities using checklists or logbooks.
- Immediate corrective actions must be taken if deficiencies are observed.

## 10. References

- Local health regulations and guidelines
- Manufacturer's instructions and SDS for cleaning agents
- Internal company policies

## 11. Revision History

Version	Date	Reviewed By	Changes Made
1.0	2024-06-01	Quality Manager	Initial Release