

# SOP: Cleaning and Sanitizing Equipment and Work Surfaces

This SOP details procedures for **cleaning and sanitizing equipment and work surfaces**, emphasizing the importance of maintaining hygiene standards to prevent contamination and ensure a safe working environment. It covers the selection of appropriate cleaning agents, step-by-step cleaning and sanitizing methods, frequency of cleaning, safety precautions during the process, and proper documentation to verify compliance with health regulations.

## 1. Purpose

To establish standardized procedures for cleaning and sanitizing equipment and work surfaces to ensure food safety, prevent contamination, and comply with health regulations.

## 2. Scope

This SOP applies to all staff members responsible for the cleaning and sanitizing of food contact and non-food contact surfaces, including utensils, equipment, countertops, and other related work areas.

## 3. Responsibilities

- All staff must adhere to this SOP and attend required training.
- Supervisors are responsible for monitoring compliance and reviewing documentation.

## 4. Materials & Equipment

- Approved cleaning agents and sanitizers
- Scrubbing brushes, sponges, or cloths
- Protective gloves and, if required, eye protection
- Buckets, spray bottles, or appropriate cleaning containers
- Clean water (preferably hot where appropriate)

## 5. Procedure

- 1. Preparation:**
  - Put on protective gloves and eye protection if necessary.
  - Remove all food and debris from the equipment or surface.
- 2. Cleaning:**
  - Apply the approved cleaning agent to the surface or equipment.
  - Scrub thoroughly to remove all residues. Pay special attention to corners, crevices, and hard-to-reach areas.
  - Rinse with clean water to remove cleaning agent and loosened debris.
- 3. Sanitizing:**
  - Apply the approved sanitizer according to the manufacturer's instructions.
  - Ensure the sanitizer remains in contact with the surface/equipment for the recommended time.
  - Allow surfaces to air dry or wipe with a clean, dry disposable cloth, as appropriate.
- 4. Final Steps:**
  - Remove and properly dispose of protective equipment if used.
  - Inspect surfaces/equipment for cleanliness and dryness.
  - Sign and complete documentation logs.

## 6. Frequency

Area/Equipment	Cleaning Frequency	Sanitizing Frequency
Food contact surfaces	After each use, or at least every 4 hours during continual use	After cleaning
Non-food contact surfaces	Daily or as needed	As required
Utensils and small equipment	After each use	After cleaning

## 7. Safety Precautions

- Follow all label instructions for cleaning agents and sanitizers.
- Never mix cleaning chemicals unless instructions state it is safe.
- Wear gloves and eye protection when required.
- Ensure adequate ventilation during the cleaning process.
- Store all chemicals in labeled, approved containers away from food.

## 8. Records & Documentation

- Maintain cleaning and sanitizing logs with dates, areas cleaned, names or initials of responsible personnel, and supervisor verification.
- Retain logs for the duration specified by local health regulations (e.g., 6-12 months).
- Document any deviations and corrective actions taken.

## 9. Review & Verification

- Supervisors will review logs weekly.
- Regular audits will be conducted to ensure compliance with this SOP.

## 10. Revision History

Date	Revision	Description	Approved by
2024-06-01	1.0	Initial SOP Release	[Name/Title]