

Standard Operating Procedure (SOP): Cleaning Frequency Schedule for Production Zones

This SOP defines the **cleaning frequency schedule for production zones**, detailing the required cleaning intervals, methods, and responsibilities to maintain hygiene and prevent contamination. It covers daily, weekly, and monthly cleaning tasks, specifies cleaning agents and equipment, and outlines documentation procedures to ensure compliance with safety and quality standards in production environments.

1. Purpose

To ensure all production zones are regularly cleaned and sanitized in accordance with company hygiene and safety standards, minimizing risk of contamination and ensuring product quality.

2. Scope

This SOP applies to all personnel responsible for cleaning within production zones, including but not limited to manufacturing, packaging, and storage areas.

3. Responsibilities

- **Cleaning Staff:** Execute cleaning tasks as per schedule and record completion.
- **Supervisors:** Monitor, verify, and ensure adherence to cleaning schedules.
- **Quality Assurance (QA):** Audit documentation and validate compliance.

4. Cleaning Frequency Schedule

Zone/Area	Task	Frequency	Cleaning Agent/Equipment	Responsible Party
Main Production Floor	Sweep & mop floor	Daily	Detergent, Mop, Bucket	Cleaning Staff
Main Production Floor	Clean work surfaces & equipment	Daily	Sanitizer, Cloths	Cleaning Staff
Packaging Zone	Sanitize packaging tables	After each shift	Approved disinfectant spray	Packaging Team
Storage Area	Dust & sweep floor	Weekly	Broom, Detergent, Mop	Cleaning Staff
Walls & Ceilings	Wipe down surfaces	Monthly	Detergent solution, Brushes	Cleaning Staff
Machine Exteriors	Clean exterior surfaces	Weekly	Sanitizer, Cloth	Operators
Waste Disposal Bins	Empty and disinfect bins	Daily	Disinfectant solution	Cleaning Staff

5. Cleaning Methods

- Use only approved cleaning agents and tools suitable for each area.
- Ensure all equipment is unplugged before cleaning.
- Follow proper dilution and application procedures for all chemicals.
- Dispose of waste and cleaning materials according to company and regulatory standards.
- Allow surfaces to air dry where applicable, or wipe with clean, dry cloths.

6. Documentation and Records

- Complete cleaning checklists/logs after each task.

- Supervisors to review and sign off on completed records daily/weekly.
- Maintain records for a minimum of [specify retention duration, e.g. 1 year].

7. Revision and Review

This SOP will be reviewed annually or as required to maintain compliance with updated standards or operational requirements.