

Standard Operating Procedure (SOP)

Facility Cleaning and Disinfection Protocols

This SOP defines **facility cleaning and disinfection protocols** to maintain a safe and hygienic environment. It includes detailed procedures for routine cleaning, selection and use of appropriate disinfectants, frequency of disinfection cycles, handling and disposal of waste, personal protective equipment requirements, and verification of cleaning effectiveness. The goal is to prevent contamination, reduce the risk of infection, and ensure compliance with health and safety standards.

1. Purpose

To provide guidelines for routine cleaning and disinfection in order to prevent contamination, minimize infection risks, and ensure facility compliance with relevant health and safety standards.

2. Scope

This procedure applies to all facility areas, custodial staff, supervisors, and any personnel involved in cleaning, disinfection, and waste handling.

3. Responsibilities

- **Custodial Staff:** Perform cleaning and disinfection as per procedure.
- **Supervisors:** Ensure compliance and conduct inspections.
- **All Personnel:** Report hazards, spills, and comply with safety requirements.

4. Definitions

- **Cleaning:** Physical removal of dirt, debris, and impurities.
- **Disinfection:** Use of chemicals to destroy pathogens on surfaces.
- **PPE:** Personal Protective Equipment (e.g., gloves, masks, gowns, eye protection).

5. Procedures

1. **Preparation**
 - Assemble cleaning materials, disinfectants, and PPE.
 - Review Safety Data Sheets (SDS) for chemicals.
 - Post appropriate signage ("Cleaning in Progress").
2. **Personal Protective Equipment (PPE)**
 - Wear gloves, masks, and other appropriate PPE per area and task.
 - Change PPE when moving between high and low risk areas.
3. **Routine Cleaning Procedure**
 - a. Remove visible debris and waste.
 - b. Clean surfaces with detergent and water.
 - c. Focus on high-touch points (door handles, switches, shared equipment).
4. **Disinfection Procedure**
 - Select appropriate EPA-registered disinfectants.
 - Apply disinfectant, ensuring recommended contact time (per product label).
 - Allow surfaces to air dry unless otherwise specified.
5. **Frequency of Cleaning and Disinfection**
 - High-touch surfaces: at least twice daily or as required.
 - General facility areas: daily or as per risk assessment.
 - Restrooms and common areas: after each use or as required.
6. **Waste Handling and Disposal**
 - Use designated containers for regular and hazardous waste.
 - Seal bags and transport to disposal points promptly.
 - Dispose of PPE appropriately after use.
7. **Verification of Cleaning Effectiveness**
 - Supervisors conduct routine inspections with checklists.
 - Document any deficiencies and corrective actions.

6. Documentation

- Maintain logs of cleaning and disinfection activities.
- Record name, date, time, area cleaned, and materials used.

7. References

- Safety Data Sheets (SDS) for cleaning agents/disinfectants
- OSHA Guidelines for Cleaning and Disinfection
- Manufacturer instructions for disinfectant products

Non-compliance with this SOP may result in increased infection risk and disciplinary action, as outlined by facility policies.