

SOP: Reception Area Cleaning Schedule and Frequency

This SOP details the **reception area cleaning schedule and frequency** to maintain a clean and welcoming environment. It specifies daily, weekly, and monthly cleaning tasks, outlines responsibilities of cleaning staff, and emphasizes the importance of hygiene standards. The procedure ensures the reception area remains tidy, sanitary, and presentable at all times to enhance visitor experience and uphold workplace safety.

1. Scope

This SOP applies to all cleaning staff responsible for the maintenance and cleanliness of the reception area, including all surfaces, furniture, fixtures, and associated facilities.

2. Responsibilities

- Cleaning Staff: Perform cleaning tasks as detailed in this SOP, record completion, and report any issues.
- Supervisor: Monitor compliance, review checklists, and address deficiencies.
- All Employees: Maintain general tidiness, report spills or hazards.

3. Cleaning Schedule & Frequency

Task	Frequency	Details
Empty waste bins & replace liners	Daily	Dispose of trash, sanitize bins.
Dust and wipe reception desk, counters, tables, and chairs	Daily	Use disinfectant for high-touch surfaces.
Sweep & mop floors	Daily	Focus on entryways and waiting areas.
Clean glass doors & internal windows	Daily	Remove smudges, fingerprints.
Sanitize door handles, light switches, intercoms	Daily	Pay special attention during flu season.
Vacuum mats/carpets	Daily	More frequent during bad weather.
Replenish supplies (sanitizer, tissue, etc.)	Daily	Check and restock as needed.
Polish fixtures and signage	Weekly	Check for fingerprints, dust.
Deep clean upholstery & furniture	Weekly	Vacuum, spot clean stains.
Clean HVAC vents, air diffusers	Monthly	Dust and wipe thoroughly.
Check for and remove cobwebs	Monthly	Corners, ceilings, light fittings.
Thorough inspection & review by Supervisor	Monthly	Audit cleaning standards and address issues.

4. Procedure

1. Wear personal protective equipment as required (e.g., gloves, mask).
2. Follow the schedule to clean and disinfect all assigned areas.
3. Use approved cleaning products as per manufacturer's instructions.
4. Document tasks completed in the cleaning log/checklist.
5. Report any maintenance issues, hazards, or supply shortages to the supervisor immediately.

5. Hygiene & Safety Standards

- Use color-coded cleaning cloths to prevent cross-contamination.
- Ensure all cleaning agents are stored securely after use.
- Practice hand hygiene before and after cleaning.

6. Records

- Maintain a daily cleaning checklist with initials and time of completion.
- Supervisors to review and sign off on weekly and monthly tasks.