

# Standard Operating Procedure (SOP)

## Housekeeping and Cleanliness Standards

This SOP defines **housekeeping and cleanliness standards** to maintain a safe, organized, and hygienic environment. It covers regular cleaning schedules, waste disposal protocols, surface sanitization, clutter reduction, equipment maintenance, and monitoring procedures. The aim is to promote health, prevent accidents, enhance workplace efficiency, and ensure compliance with regulatory cleanliness guidelines.

### 1. Scope

This SOP applies to all employees, contractors, and visitors within the facility.

### 2. Responsibilities

- **Housekeeping staff:** Perform all cleaning and sanitizing procedures.
- **Supervisors/Managers:** Schedule, monitor, and ensure compliance.
- **All personnel:** Maintain personal workspaces and report cleanliness issues.

### 3. Cleaning Schedule

Area	Frequency	Responsible
Restrooms	3x Daily	Housekeeping
Workstations	Daily	All Personnel
Corridors/Common Areas	2x Daily	Housekeeping
Equipment/Tools	After Use	Users

### 4. Waste Disposal Protocols

- Segregate waste into recyclable, hazardous, and general waste bins.
- Empty bins at least once daily or as needed.
- Label and cover all bins. Use gloves during waste handling.

### 5. Surface Sanitization

- Sanitize high-contact surfaces (door handles, switches, phones) every 4 hours.
- Use approved disinfectants. Allow proper contact time per manufacturer's instructions.
- Record sanitization times and responsible personnel on provided logs.

### 6. Clutter Reduction

- Keep walkways and exits clear at all times.
- Store materials in designated storage areas.
- Dispose of unnecessary items weekly.

### 7. Equipment Maintenance

- Clean equipment after each use according to manufacturer instructions.
- Log maintenance and cleaning activities for traceability.
- Report malfunctioning or damaged equipment immediately for repair.

### 8. Monitoring and Compliance

- Supervisors perform weekly inspections using a standard checklist.
- Document findings and corrective actions in housekeeping logs.
- Review SOP annually and update as required.

## 9. References

- Occupational Health & Safety Act
- Local sanitation regulations
- Company policy documents

## 10. Revision History

Date	Version	Description	Approved By
2024-06-01	1.0	Initial SOP Release	Facilities Manager