

# Cleaning and Sanitation SOP Example

## 1. Purpose

To ensure that all cleaning and sanitation procedures are carried out effectively and consistently to maintain a hygienic environment.

## 2. Scope

This SOP applies to all staff responsible for cleaning and sanitation in the facility.

## 3. Responsibilities

- Cleaning staff: Execution of cleaning and sanitation tasks.
- Supervisors: Monitoring and verification of cleaning activities.
- Management: Providing the necessary cleaning supplies and training.

## 4. Materials & Equipment

- Cleaning agents and disinfectants
- Sponges, cloths, and brushes
- Buckets and mops
- Protective gloves and masks
- Waste containers

## 5. Procedure

1. Wear designated protective equipment before starting.
2. Remove any visible debris from surfaces.
3. Apply appropriate cleaning agent and scrub the area thoroughly.
4. Rinse with clean water if required.
5. Apply disinfectant and allow to air dry.
6. Dispose of cleaning materials in appropriate waste containers.
7. Wash hands thoroughly after completion.

## 6. Frequency

Cleaning and sanitation must be performed daily and as needed after spills or contamination.

## 7. Documentation

- Complete the cleaning and sanitation checklist after each task.
- Report any issues or deviations to the supervisor.

## 8. Revision History

- Version 1.0 - 2024-06-01: Initial release