



Scheduled Daily & Weekly General Cleaning – Standard Operating Procedure

Why Cleaning Technicians need SOPs

- Consistency – Ensures cleaning is done the same way every time
- Safety – Proper chemical handling, PPE use, infection control
- Training – Helps new staff learn procedures quickly
- Compliance – Meets workplace, health, or regulatory standards
- Accountability – Clear expectations for quality and timing

In environments like hospitals, SOPs are especially detailed to prevent contamination and meet infection-control standards.

1. Arrival & Entry Procedure

1. Arrive at scheduled time.
2. Inspect exterior of building for visible issues.
3. Unlock door using authorized key/code.
4. Enter building and immediately **disarm security system** using assigned alarm code.
5. Ensure doors are locked behind crew during cleaning.

2. General Rules Before Cleaning

- **!** Do **NOT** touch personal belongings (purses, paperwork, laptops, medical files, desk contents).
- **!** Do **NOT** open drawers, cabinets, or private storage.
- **!** Report suspicious or damaged items to supervisor immediately.
- Follow OSHA and clinic sanitation guidelines.
- Use proper chemical dilution ratios.

3. Trash Removal

1. Collect trash from:
 - Exam rooms
 - Offices

- Reception
 - Restrooms
 - Breakroom
2. Tie bags securely.
 3. Replace liners in all trash bins.
 4. Transport trash to designated dumpster area.
 5. Ensure medical waste containers are **NOT handled** unless specifically authorized and trained.

4. Dusting & Surface Cleaning

1. Dust high-to-low:
 - Vents
 - Shelving
 - Window sills
 - Furniture surfaces
 - Baseboards
2. Wipe and disinfect:
 - Reception counters
 - Exam tables (if clinic policy allows)
 - Door handles
 - Light switches
 - Frequently touched surfaces
3. Use approved disinfectant for medical environments.

5. Vacuuming

1. Vacuum all carpeted areas:
 - Hallways
 - Offices
 - Waiting areas
2. Vacuum edges and corners.
3. Check vacuum bag and empty if needed.

6. Floor Care (Hard Floors)

1. Sweep debris.
2. Mop using approved disinfectant solution.
3. Place wet floor signs while mopping.
4. Allow floors to dry completely before removing signs.

7. Restroom Cleaning

1. Clean and disinfect:
 - Toilets
 - Sinks
 - Counters
 - Mirrors
2. Refill:
 - Soap dispensers
 - Paper towels
 - Toilet paper
3. Mop restroom floors last.

8. Final Walk-Through

1. Inspect all rooms.
2. Ensure:
 - Trash removed
 - Floors clean
 - No equipment left behind
 - Lights turned off (unless instructed otherwise)
3. Confirm thermostat settings remain unchanged.

9. Closing Procedure

1. Ensure all crew members exit building.
2. Lock all doors.
3. Arm security system.
4. Confirm alarm activation.
5. Document completion of shift.
6. Report any incidents to supervisor.