**Standard Operating Procedures (SOP) Template**

**SCOPE:**

The purpose of an SOP is to provide detailed instructions on cleaning and disinfection procedures for the facility that serve as a living document and guide to all staff. SOPs ensure you have a comprehensive cleaning and disinfecting method in your facility. They are the documented that companies have in place to create continuous uniformity and competency in carrying out services and tasks appropriately.

**ELEMENT DESCRIPTION**:

Specify and detail how your company cleans and disinfects specific locations within your facility to adhere to the **GBAC STAR™ Program**. Include pictures of procedures to be followed, if possible. Please submit at least 3 different SOPs for cleaning and disinfecting different areas within your facility. See below for the SOP guide and template to use.

**PURPOSE:** Use clear language to describe the scope of this procedure.

* Describe what is covered and purpose.

**DEFINITIONS:**

* ***Cleaning*** refers to scrubbing with soap/detergent and water to remove dirt, including germs, from surfaces. By removing germs, cleaning decreases their number and therefore the risk of spreading infection.
* ***Disinfecting*** refers to the use of chemicals to kill or inactivate germs on surfaces. Disinfecting does not necessarily *clean* or *remove* germs from dirty surfaces. But killing germs that remain on a surface after cleaning further reduces risk of spreading infection.
* ***High touch surfaces*** are non-porous surfaces that may be touched frequently by multiple employees at work.

**CLEANING AND DISINFECTION SCHEDULE:** Describe the frequency of cleaning and disinfection.

**PROCEDURES:** Clearly describe steps, tools, and equipment needed to carry out task.

* Specify:
  + Identify specific Chemical names.
  + Specify needed PPE.
  + Specify the tools and equipment used.
  + Chemical concentration
  + Time
* Step by step instructions
  + Use a numbered sequence for the steps.
  + Use clear and logical order.
  + Use notes as needed to clarify.
* Break into sections for multiple tasks

**RECORD KEEPING:**

* Identify logs, charts, and other documents that prove procedure happened. If was not documented, it was not done!
  + Examples include cleaning logs, chemical concentration logs, checklist etc.

|  |  |
| --- | --- |
| Insert Company Logo Here | Operations Manual Section:  Department Name:  Procedure: \*Insert Procedure Name Here (Example: Guestroom, Bathroom, Lobby, etc.) |

**TEMPLATE**

**PURPOSE:**

Use clear language to describe the scope of this procedure.

**CLEANING AND DISINFECTION SCHEDULE:**

Describe the frequency of cleaning and disinfection.

**PROCEDURES:**

Clearly describe steps needed to carry out task being performed starting with PPE and supplies.

**REQUIRED PPE:**

List the required/recommended PPE for performing task.

|  |  |
| --- | --- |
| PPE Type | Used For: |
|  |  |
|  |  |

**REQUIRED SUPPLIES:**

List the required tools, equipment, and chemicals needed to complete task.

|  |  |
| --- | --- |
| Tools | Equipment |
|  |  |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| Chemical name: | EPA Registration Number or Active Ingredient | Dwell |
|  |  |  |
|  |  |  |
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**RECORD KEEPING:**

Identify logs, charts, and other documents that prove procedure happened.

|  |  |
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| Insert Company Logo Here | Reviewed by:  Effective Date:  Revision Date:  Procedure Page Number: |