

	DOCUMENT NAME	DOCUMENT NUMBER
	ENVIRONMENTAL CLEANING AND DISINFECTION	

VERSION	1	
COMPILED BY		DATE 07/2025
AUTHORIZED BY		
NEXT REVISION DATE		07/2027

1. PURPOSE & SCOPE

To outline the procedures, cleaning agents, and equipment used to ensure a safe, clean, and hygienic environment within the health establishment in compliance with infection prevention and control standards

This SOP applies to all staff responsible for cleaning and infection control, including in-house cleaners, contracted cleaning services, and healthcare personnel maintaining clinical spaces

2. RESPONSIBILITIES

<u>Job description of person responsible</u>	<u>Duties</u>

3. CLEANING AGENTS AND DISINFECTANTS

Type	Description	Examples	Use Area
Chlorine-Releasing Agent	Disinfectant for body fluids and infectious spills	Biocide D, Clorox	Toilets, spills, blood, and body fluid clean-up
Alcohol-Based Agent (70%-90%)	Fast-acting disinfectant for surfaces and equipment	Isopropyl alcohol 70%, Alcohol wipes	Clinical surfaces, medical equipment
Neutral pH Detergents	General-purpose cleaning agents	Surface-safe detergents	Floors, walls, general cleaning
Labelling Requirement	All solutions must be clearly labelled with: - Name - Dilution date - Expiry (where applicable)	Pre-prepared or in-use containers	All areas

4. PROCEDURE

Daily Cleaning

- Floors: Swept and mopped using the appropriate detergent and colour-coded mop.
- Surfaces: Wiped with alcohol or neutral detergent.
- Toilets and Bathrooms: Cleaned with hypochlorite using red-coded mop and cloth.
- Hand basins: Cleaned with green cloths.
- Kitchen: Cleaned with white cloths only.

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Spill Response

- Wear PPE.
- Use hypochlorite for blood or body fluids.
- Mop up with red mop or disposable absorbent material.
- Dispose waste according to clinical waste policy.

Label and Store Cleaning Agents Properly

- Ensure expiry and dilution dates are clearly visible.
- Store chemicals in locked, ventilated storage areas.

Equipment Care

- Clean and dry mops, cloths, and buckets after each use.
- Store upright or hang to dry to prevent bacterial growth.

Colour-Coded Cleaning Equipment

Equipment	Colour	Area of Use
Mop – Red	 Red	Toilets and bathrooms
Mop – Blue	 Blue	Clinical and non-clinical service areas
Mop – Exterior (if applicable)	 Labelled (e.g., Yellow)	Outdoor/external cleaning
Bucket & Cloth – Green	 Green	Handwashing basins in bathrooms and consulting rooms
Bucket & Cloth – Red	 Red	Toilet cleaning only
Cloth – White	 White	Kitchen areas only
Bucket & Cloth – Blue	 Blue	Clinical and general non-clinical surfaces
Broom or Mop Sweeper	Soft platform or dust mop	General floor sweeping (non-wet)

Staff Training and Compliance

- All cleaning staff must be **trained in this SOP and colour-coding systems**.
- Maintain **records of training** and cleaning schedules.
Supervisors must perform **weekly audits** to check compliance.

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Record-Keeping

- Daily cleaning checklist.
- Spill incident reports.
- Disinfectant preparation logs (for diluted solutions).
- Equipment maintenance and replacement logs.

Review

This SOP must be reviewed **every 12 months** or **sooner if guidelines change**

5. INTERNAL SUPPORTING DOCUMENTATION

Document	Number	Retention period	Location

6. ATTACHMENT

