BUILDING YOUR S.O.P.
Daycon's Recommended S.O.P. Checklist

Any comprehensive, health-focused cleaning program must include the following standard operation procedures. Please be ready with yours as we prepare for a return to work. These procedures should be formally documented, trained upon and continuously audited.

Please reach out to your Daycon consultant for assistance in S.O.P. origination, training and inspection tools as well as the products needed in order to complete your effective program.

☐   WORKER SAFETY TRAINING; INCLUDING PPE USE

☐   DISINFECTING/SANITIZING TOOLS INVENTORY

☐   CHEMICAL USE TRAINING

        STEP 1: PROPER GENERAL CLEANING

        STEP 2: PROPER GENERAL DISINFECTION PRACTICES

        STEP 3: PROPER BROAD APPLICATION DISINFECTION

        STEP 4: PROPER APPLICATION OF BIO-INHIBITORS

☐   CUSTOMER COMMICATION AND QUALITY ASSURANCE PROTOCOL

☐   AUDIT AND INSPECTION PROCEDURES

☐   IMMEDIATE OUTBREAK RESPONSE PLAN

Note: This document is a basic guideline for making sure your S.O.P. has this essential information. Most S.O.P. contain more detailed information, and will vary based on your site's specific needs.

16001 Trade Zone Ave.
Upper Marlboro, MD 20774