

# SOP: Restocking Supplies (Brochures, Forms, Pens, Sanitizer)

This SOP details the **restocking supplies** process, including the systematic monitoring and replenishment of brochures, forms, pens, and sanitizer. It ensures all necessary materials are consistently available and organized to support operational efficiency and maintain hygiene standards within the workplace.

## 1. Purpose

To provide clear steps for monitoring and replenishing essential supplies, ensuring uninterrupted workflow and adherence to hygiene protocols.

## 2. Scope

Applies to all employees responsible for maintaining stock levels of brochures, forms, pens, and sanitizer within designated workspaces.

## 3. Responsibilities

- Assigned staff to monitor supply stock and execute restocking procedures.
- Supervisors to verify compliance and address supply shortages or issues.

## 4. Restocking Procedure

- Review Supply Inventory:**
  - Inspect storage areas and supply stations at the start of each working day or as scheduled.
  - Record current stock levels for each item (brochures, forms, pens, sanitizer).
- Identify Low Stock:**
  - Compare levels against established minimum thresholds (reorder points).
  - List all items requiring replenishment.
- Restock Supplies:**
  - Retrieve necessary items from the main storage location.
  - Neatly organize and replenish the supply stations and work areas.
  - For hand sanitizer, check expiration dates before restocking; replace expired products.
- Record & Report:**
  - Update inventory logs or checklists to reflect restocked items and quantities.
  - Report any shortages or issues (e.g., damaged goods, out-of-stock items) to the supervisor immediately.
- Maintain Cleanliness:**
  - Ensure all supply areas are tidy and organized after restocking.

## 5. Safety & Hygiene

- Wash or sanitize hands before and after restocking supplies.
- Wear disposable gloves if handling bulk sanitizers or forms.
- Properly dispose of packaging and expired items.

## 6. Documentation

Maintain a restocking log (manual or digital) including date, time, items restocked, quantities, and staff initials.

## 7. Review & Updates

Supervisors shall review this SOP annually or as needed to ensure continued effectiveness.