

# SOP: Shelving and Display Dusting Instructions

This SOP provides detailed **shelving and display dusting instructions**, outlining the proper cleaning techniques, recommended tools and materials, cleaning frequency, and safety precautions. The goal is to maintain a clean and attractive retail environment by ensuring all shelves and display areas are free of dust and debris, enhancing product presentation and promoting a positive customer experience.

## 1. Purpose

To provide detailed guidelines for the dusting of shelves and display areas in order to maintain cleanliness and improve the overall appearance of the store.

## 2. Scope

This procedure applies to all staff responsible for store maintenance across all retail areas featuring shelving or displays.

## 3. Tools and Materials Required

- Microfiber cloths
- Feather or microfiber dusters
- Cleaning spray (if needed, non-abrasive and safe for surfaces)
- Disposable gloves (optional)
- Stepladder (for higher shelves)
- Protective mask (if sensitive to dust)
- Signage for "Cleaning in Progress" (optional)

## 4. Cleaning Frequency

Area	Frequency
Main customer-facing shelving	Daily
Feature displays / promotional areas	Daily
Low-traffic shelves	Twice weekly
High/overhead shelves	Weekly

## 5. Procedure

1. Wear gloves and mask if desired.
2. If possible, remove displayed products from the shelf one section at a time; place items on a clean cart or surface.
3. Begin dusting at the top shelf, working downwards to prevent dust from resettling on clean surfaces.
4. Use a dry microfiber cloth or duster to gently lift and remove dust from all surfaces, including shelf edges, supports, and brackets.
  - For stubborn dirt, lightly mist cloth with approved cleaning spray and wipe gently.
5. Clean all signage, display stands, and décor items as well.
6. Replace all products carefully, ensuring labels face forward and items are neatly organized.
7. Dispose of dirty cleaning materials as appropriate.
8. Wash hands following cleaning.

## 6. Safety Precautions

- Always use stepladders carefully, ensuring they are stable before climbing.
- Follow product safety instructions for any cleaning sprays used.
- Wear gloves and masks if susceptible to dust allergies.
- Avoid blocking aisles during cleaning. Use signage to notify customers when cleaning is in progress if appropriate.
- Report any damaged shelving or display units discovered during cleaning to a supervisor immediately.

## 7. Documentation

Record cleaning activities in the store maintenance log, noting date, time, and initials of staff member completing the task.

## 8. Review and Revision

This SOP should be reviewed annually or whenever there are changes to cleaning procedures, products, or store layouts.

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*Approved by:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Next Review Date:* \_\_\_\_\_