

SOP: Post-promotion Teardown and Cleanup Procedures

This SOP details the **post-promotion teardown and cleanup procedures**, covering the systematic dismantling of promotional materials, proper disposal and recycling methods, site restoration, equipment inventory and storage, waste management, and safety protocols during cleanup activities. The goal is to ensure efficient, safe, and environmentally responsible site clearance following promotional events.

1. Purpose

To outline standardized steps for the safe and efficient teardown and cleanup of promotional event sites, ensuring compliance with safety, environmental, and company policies.

2. Scope

This SOP applies to all staff and contractors involved in the post-promotion teardown and cleanup of event sites.

3. Responsibilities

- **Event Manager:** Oversees teardown process, assigns tasks, monitors safety and compliance.
- **Cleanup Crew:** Executes dismantling, waste segregation, equipment inventory, and site restoration.
- **Safety Officer:** Ensures adherence to safety protocols; manages incident reporting.

4. Procedures

1. Dismantling Promotional Materials

- Ensure all electrical connections are switched off and unplugged before dismantling.
- Disassemble signage, booths, banners, and displays with appropriate tools.
- Sort materials as reusable, recyclable, or waste during collection.

2. Sorting, Disposal, and Recycling

- Segregate items into categories: recyclables, reusables, general waste, hazardous waste (if any).
- Place recyclables in designated recycling bins; coordinate pickup with recycling vendor.
- Bag and label non-recyclable waste for proper disposal through local waste services.
- Hazardous materials (e.g., batteries, chemicals) should be handled as per safety and local regulations.

3. Site Restoration

- Remove all debris, tape, fasteners, and residues from surfaces.
- Restore venue fixtures and furniture to their original configuration.
- Ensure all rented or borrowed equipment/materials are returned to the provider.

4. Equipment Inventory and Storage

- Check all tools and event equipment against the inventory list.
- Clean and safely store reusable items and equipment in designated storage areas.
- Report any lost or damaged items to the Event Manager.

5. Waste Management

- Ensure all waste is appropriately labeled and scheduled for collection.
- Complete required waste disposal documentation for regulatory compliance.

6. Safety Protocols

- Wear appropriate PPE (gloves, hi-vis vests, safety footwear) during all activities.
- Use mechanical aids when handling heavy/awkward loads.
- Immediately report and document incidents, injuries, or near-misses.

5. Required Materials & Equipment

Item	Description/Use
Hand tools	For dismantling structures and displays
PPE	Gloves, vests, safety glasses, footwear

Recycling bins & bags	Material segregation and collection
Waste containers	Non-recyclable/landfill items
Cleaning supplies	Brooms, mops, cleaning agents
Inventory checklist	Equipment tracking
Incident report forms	For safety and compliance documentation

6. Documentation and Reporting

- Submit completed cleanup checklist to the Event Manager.
- Submit waste disposal and recycling forms to the Environmental Compliance Officer (if applicable).
- Document and report any damage, loss, or incidents as per company policy.

7. Revision History

Date	Description of Change	Author
2024-06-15	Initial SOP template creation	Admin