

SOP Template: Table Preparation and Cleanliness Check

Purpose:

This SOP details the procedures for **table preparation and cleanliness check**, including setting up tables according to specified standards, ensuring sanitary conditions before use, organizing tableware and utensils properly, inspecting surfaces for cleanliness and contamination, and maintaining hygiene to provide a safe and pleasant dining or working environment. The goal is to uphold consistent cleanliness and readiness of tables to enhance customer satisfaction and health safety.

Scope:

This procedure applies to all personnel responsible for preparing, setting, and inspecting tables in dining or working areas within the establishment.

Responsibilities:

- Assigned staff must follow all steps outlined in this SOP.
- Supervisors must ensure procedures are adhered to, and maintain documentation of checks.

Materials and Equipment:

- Tablecloths, placemats, napkins
- Tableware, cutlery, and glassware
- Cleaning clothes, sanitizing solution/spray, disposable gloves
- Inspection checklist (optional)

Procedure:

- Wash hands thoroughly and wear disposable gloves as required.
- Remove any used items and debris from table surface and surrounding area.
- Wipe the table surface, edges, and legs using a clean cloth dampened with approved sanitizing solution. Allow to air dry or dry with a clean towel.
- Visually inspect the surface for stains, sticky residue, or food particles. Re-clean if necessary.
- Check under the table and around legs for spills, litter, or gum; clean as needed.
- Inspect and replace tablecloths, placemats, or napkins if stained or wrinkled.
- Arrange all tableware, utensils, and glassware according to the standard place setting guide. Ensure all items are clean, polished, and undamaged.
- Place condiments, menus, and centerpieces in accordance with house standards.
- Conduct a final inspection using the checklist below before declaring the table ready for use.

Table Cleanliness and Readiness Checklist:

Item	Pass	Fail	Comments
Table surface, edges, and legs are clean and sanitized			
Tablecloth/placemat/napkin clean and properly placed			
Tableware, utensils, and glassware are spotless and undamaged			
Surrounding floor area is clean			
Condiments, menus, and centerpieces arranged as standard			

Documentation:

Complete and sign off the checklist after each table preparation. Retain records for supervisor review and health inspections as required.

Revision History:

Date	Version	Description of Changes	Approved By
	1.0	Initial issue	