SOP Template: Checklist for Restocking Cleaning Supplies

This SOP provides a comprehensive **checklist for restocking cleaning supplies**, ensuring all essential cleaning materials are consistently available. It covers inventory assessment, identification of low-stock items, ordering procedures, proper storage guidelines, and regular monitoring to maintain optimal supply levels. The goal is to streamline the restocking process, prevent shortages, and support a clean and hygienic environment.

1. Inventory Assessment

- Review the list of all required cleaning supplies (e.g., disinfectants, detergents, paper towels, gloves, garbage bags, mops, sponges, etc.).
- Physically inspect all storage locations for current stock levels.
- Record quantities of each item present in inventory.
- Check for expired or damaged supplies and remove them from inventory.

2. Identification of Low-Stock Items

- Compare current inventory levels to the predefined minimum required quantities for each item.
- List all items that fall below their minimum stock threshold.
- Update the **Restocking Checklist** with items that need replenishment.

3. Ordering Procedures

- Prepare a purchase order for all low-stock items.
- Obtain necessary approvals as per company policy.
- Place orders with approved suppliers/vendors.
- Track expected delivery dates and confirm receipt upon arrival.

4. Proper Storage Guidelines

- Store new supplies in designated, clearly labelled areas.
- Ensure hazardous materials are separated and stored according to safety guidelines.
- Follow the "first in, first out" (FIFO) method to minimize wastage.
- Update inventory records to reflect new stock levels.

5. Regular Monitoring & Review

- Schedule regular (e.g., weekly or monthly) inventory checks.
- Update restocking checklist after each assessment.
- Review stock usage trends and adjust minimum stock quantities as needed.
- Report any recurring supply shortages or overstock issues to management.

Note: This checklist can be customized based on the specific needs of your facility.