

Standard Operating Procedure (SOP)

Cleaning and Sanitizing Tables and Chairs After Each Customer

Purpose

This SOP details the process for **cleaning and sanitizing tables and chairs after each customer** to maintain a hygienic and safe environment. The procedure aims to prevent cross-contamination and uphold health standards in food service or hospitality settings.

Scope

This SOP applies to all employees responsible for cleaning and resetting tables and chairs in areas where food or beverages are served, including dining rooms, patios, lounges, and event spaces.

Responsibility

It is the responsibility of all front-of-house staff, bussers, and cleaning personnel to follow this SOP after each customer leaves.

Required Materials

- Disposable gloves
- Cleaning cloths (color-coded and laundered as per policy)
- All-purpose cleaner (food-safe, approved by local regulations)
- Sanitizer solution (prepared to required concentration)
- Spray bottles (labeled for cleaner and sanitizer)
- Disposable paper towels (if required)
- Waste bin for debris

Procedure

1. Put on disposable gloves before starting the cleaning process.
2. Remove visible debris, used utensils, and trash from the table and chairs. Place items in appropriate bins.
3. If needed, shake off crumbs and residue onto a tray or directly into a waste bin.
4. Spray the table and chairs thoroughly with **all-purpose cleaner**. Pay extra attention to high-touch areas such as chair backs and armrests.
5. Wipe all surfaces (tabletop, edges, chair seats, backs, armrests, and legs) using a clean cloth or disposable paper towel until all visible soil or residue is removed.
6. Spray all cleaned surfaces generously with **sanitizer solution**, ensuring complete coverage as per sanitizer label instructions.
7. Allow sanitizer to remain wet on the surface for the appropriate dwell/contact time (refer to product label), typically 1–5 minutes.
8. Allow to **air dry** (preferred), or dry with a fresh disposable towel if urgently needed.
9. Dispose of used towels, change gloves, and wash/sanitize hands according to hygiene protocol.
10. Ensure table and chairs are dry and free of chemical odor before seating the next customer.

Note: Always use cleaning and sanitizing agents approved for food-contact surfaces. Follow manufacturer's dilution, application, and safety guidelines.

Documentation

Record cleaning and sanitizing activity in the daily log sheet, noting any issues (e.g., spills, damage, or insufficient supplies).

Review

This SOP should be reviewed annually or whenever chemicals or procedures change.