

SOP: Daily Cleaning and Closing Checklist

This SOP details the **daily cleaning and closing checklist** procedures, including tasks for cleaning work areas, sanitizing equipment, securing supplies, managing waste disposal, and performing final safety checks. The aim is to maintain a clean, safe, and organized environment at the end of each day to ensure operational efficiency and compliance with health and safety standards.

1. Responsibilities

- **Staff:** Perform tasks as assigned and report issues to supervisor.
- **Supervisor/Manager:** Verify completion of checklist and address deficiencies.

2. Cleaning and Closing Checklist

Task	Assigned To	Time	Completed (âœ”/âœ”)
Clear and wipe all work surfaces and counters			
Sanitize equipment and high-touch areas (e.g., handles, switches)			
Clean and mop floors			
Empty waste bins and replace liners			
Dispose of waste according to protocol			
Secure supplies, tools, and equipment in designated storage			
Restock cleaning and paper supplies as needed			
Confirm all appliances/machinery are turned off			
Check and lock all windows and doors			
Final safety and security inspection			

3. Procedure

1. Perform cleaning tasks as listed above, checking off each as completed.
2. Report any damaged or malfunctioning equipment to the supervisor.
3. Ensure waste is disposed of in accordance with relevant regulations.
4. Complete final safety inspection before leaving.
5. Supervisor reviews checklist, initials, and secures the premises.

4. Documentation

- Store completed checklists in the designated logbook or digital system.
- Report and document any incidents, hazards, or maintenance needs.

5. Review and Updates

This SOP should be reviewed annually or as needed to ensure continued compliance with health and safety standards.

Revision date: _____ Supervisor Signature: _____