

SOP Template: Hourly Sales Floor Sweeping, Dusting, and Spot Cleaning

This SOP details the procedures for **hourly sales floor sweeping, dusting, and spot cleaning** to maintain a clean and safe shopping environment. It includes guidelines for regular floor maintenance, dust removal from shelves and displays, and immediate attention to spills or debris to ensure customer safety and enhance store appearance. The goal is to uphold high cleanliness standards throughout operating hours, prevent accidents, and create a positive shopping experience.

1. Scope

This procedure applies to all store staff responsible for cleaning and maintaining the sales floor during operating hours.

2. Responsibilities

- **Sales Associates:** Perform hourly sweeping, dusting, and spot cleaning according to schedule.
- **Supervisors:** Monitor compliance, ensure cleaning materials are available, and address issues as needed.

3. Required Materials

- Broom and dustpan
- Microfiber dusters or cloths
- All-purpose cleaning spray or wipes
- Wet floor signs
- Disposable gloves (if handling spills)
- Trash receptacle/liners

4. Procedure

1. **Preparation**
 - Gather all cleaning materials and safety signage.
 - Wear gloves if handling any chemicals or bodily fluids.
2. **Sweeping (Every Hour)**
 - Starting from the entrance, sweep the main walkways and high-traffic areas.
 - Sweep under and around displays, counters, and checkout areas.
 - Dispose of swept debris in the trash receptacle.
3. **Dusting (Every Hour)**
 - Dust shelves, fixtures, and product displays using microfiber cloths or dusters.
 - Pay extra attention to eye-level and children's reach areas.
 - Remove any visible cobwebs or dust buildup.
4. **Spot Cleaning (As Needed/Hourly Check)**
 - Scan the floor and displays for spills, smudges, or debris.
 - If a spill is found, place a wet floor sign and clean immediately.
 - Use all-purpose cleaner or wipes; dispose of soiled materials properly.
 - Update the cleaning log after completion.
5. **Final Check**
 - Conduct a walkthrough to ensure all areas are clean and all equipment put away.
 - Report maintenance or safety issues to supervisor.

5. Safety & Compliance

- Always use wet floor signs when cleaning spills to prevent slips.
- Follow manufacturer guidelines for all cleaning products.
- Report hazards immediately to supervisor.

6. Documentation

All staff must sign the hourly cleaning log upon completion of their assigned tasks.

Date & Time	Task Completed	Initials	Comments
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MM/DD/YYYY HH:MM	Sweeping/Dusting/Spot Cleaning	---	
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7. Revision History

Version	Date	Description	Author
1.0	2024-06-10	Initial SOP created	Store Management