SOP Template: Post-event Breakdown, Cleaning, and Inventory Reconciliation

This SOP details the process for **post-event breakdown, cleaning, and inventory reconciliation**, covering the systematic dismantling of event setups, thorough cleaning of all utilized areas, and accurate reconciliation of inventory used during the event. It aims to ensure efficient site restoration, maintain cleanliness standards, and guarantee precise tracking and management of event resources for future planning and accountability.

1. Purpose

To outline standardized procedures for dismantling event setups, cleaning all event areas, and reconciling inventory to maintain operational excellence and accountability post-event.

2. Scope

This SOP applies to all staff involved in event breakdown, cleaning, and inventory management following any organized event.

3. Responsibilities

- **Event Manager:** Oversee the entire post-event process and assign responsibilities.
- **Team Leads:** Coordinate teams for breakdown, cleaning, and inventory.
- **Staff Members:** Execute assigned tasks according to the checklist.
- **Inventory Coordinator:** Manage and reconcile all event items and consumables.

4. Procedure

4.1 Breakdown of Event Setups

1. Confirm event conclusion and obtain clearance to begin breakdown.
2. Review event layout and setup documentation.
3. Dismantle equipment, furniture, décor, and signage systematically.
4. Pack items according to transport and storage requirements.
5. Place all equipment in designated return or storage areas.
6. Report any item damages or losses immediately to the Event Manager.

4.2 Cleaning of All Utilized Areas

1. Remove all waste and dispose of in appropriate containers.
2. Clean surfaces, floors, restrooms, and high-traffic areas using approved cleaning agents.
3. Check all spaces for forgotten personal or event items and document.
4. Conduct a final inspection of the venue to ensure cleanliness standards are met.

4.3 Inventory Reconciliation

1. Collect all event inventory (e.g., AV items, furniture, supplies) and return to inventory area.
2. Compare returned inventory items against pre-event inventory list.
3. Document any missing, damaged, or used items, and update inventory records.
4. Replenish consumables as necessary and log reorder needs.
5. Submit final inventory reconciliation report to the Event Manager.

5. Documentation

- Post-event breakdown and cleaning checklists
- Pre- and post-event inventory logs
- Incident/damage reports
- Inventory reconciliation report

6. Quality Assurance

- Event Manager must review all checklists and reports for completeness.
- Conduct a walk-through with venue staff to ensure compliance with cleanliness and restoration requirements.
- Address and document any discrepancies or feedback for future improvement.

7. Revision History

Version	Date	Description	Author
1.0	2024-06-22	Initial release	Events Department