

# Standard Operating Procedure (SOP): Restocking and Inventory Management of Cleaning Supplies

This SOP details the procedures for **restocking and inventory management of cleaning supplies**, including monitoring inventory levels, ordering new supplies, proper storage and organization, tracking usage rates, and ensuring the availability of essential cleaning materials. The aim is to maintain efficient inventory control, prevent stockouts, reduce waste, and support a clean and safe environment through timely restocking and accurate record-keeping.

## 1. Purpose

To ensure the continuous availability and proper management of cleaning supplies by utilizing systematic procedures for restocking, storage, and record-keeping.

## 2. Scope

This SOP applies to all staff responsible for the ordering, storage, distribution, and inventory monitoring of cleaning supplies at [Facility/Department Name].

## 3. Responsibilities

- **Designated Inventory Staff:** Monitor inventory levels, process orders, maintain inventory records, and organize storage areas.
- **Supervisors:** Approve supply orders and conduct periodic inventory audits.
- **All Staff:** Report low supplies and comply with supply usage procedures.

## 4. Procedure

### 4.1 Monitoring Inventory Levels

- Check inventory at designated intervals (e.g., weekly).
- Use an inventory checklist or digital inventory management system.
- Record current quantities and identify low stock items (below minimum levels).

### 4.2 Ordering New Supplies

- Compile a list of needed supplies based on inventory check.
- Obtain supervisor approval for supply orders as required.
- Place orders with approved vendors and document order details (date, quantity, vendor).

### 4.3 Receiving and Storing Supplies

- Verify delivered items against order specifications and packing slips.
- Inspect for damage or discrepancies. Report issues immediately.
- Store supplies in designated storage areas, using FIFO (First-In, First-Out) methods.
- Organize supplies for easy access and safety (label shelves, use appropriate storage containers).

### 4.4 Tracking Usage Rates

- Maintain daily or weekly usage logs.
- Analyze usage data to adjust order quantities and detect irregularities or overuse.

### 4.5 Documentation and Record-Keeping

- Maintain up-to-date records of inventory checks, orders, receipts, and usage logs.
- Archive inventory records as per policy (e.g., monthly, quarterly).

### 4.6 Waste Prevention and Stock Rotation

- Ensure expired or damaged supplies are disposed of safely and documented.
- Rotate stock regularly to use older supplies first.

## 5. Inventory Checklist Template (Sample)

Item	Current Quantity	Minimum Required	Order Needed?	Notes
All-Purpose Cleaner	5 bottles	10 bottles	Yes	Order 10
Paper Towels	15 packs	10 packs	No	-
Disinfectant Wipes	3 tubs	8 tubs	Yes	Order 10

## 6. Review and Update

This SOP should be reviewed annually, or whenever there are changes to supply needs, procedures, or vendor arrangements.

## 7. References

- Inventory Management Policy
- Procurement Guidelines
- Safety Data Sheets for Cleaning Products