

SOP Template: Stockroom and Back-Office Cleaning Protocols

This SOP details **stockroom and back-office cleaning protocols** to maintain a clean, organized, and safe working environment. It includes guidelines for daily, weekly, and monthly cleaning tasks, proper waste disposal methods, handling and storage of cleaning supplies, sanitation of high-touch surfaces, and protocols for managing spills and contaminants. The procedures aim to ensure hygiene, prevent contamination, enhance workplace safety, and uphold operational efficiency in the stockroom and back-office areas.

1. Purpose

To maintain cleanliness, prevent contamination, and ensure the safety and efficiency of the stockroom and back-office areas.

2. Scope

Applicable to all personnel responsible for cleaning, maintaining, or working within stockroom and back-office spaces.

3. Responsibilities

- Stockroom and back-office staff: Perform cleaning tasks according to schedule.
- Supervisors: Monitor, provide resources, and ensure compliance.
- All staff: Report hazards, ensure safe practices, and maintain hygiene.

4. Cleaning Schedule

| Task | Frequency | Responsible |
|---|-----------|-----------------------------|
| Sweep and mop floors | Daily | Stockroom/Back-office staff |
| Empty trash and recycling bins | Daily | Stockroom/Back-office staff |
| Disinfect high-touch surfaces (doorknobs, light switches, handles, phones, keyboards) | Daily | Stockroom/Back-office staff |
| Clean shelves and storage units | Weekly | Assigned staff |
| Inspect and clean vents, fans, and lighting fixtures | Monthly | Assigned staff |
| Organize and declutter storage areas | Monthly | Assigned staff |

5. Waste Disposal

1. Collect trash, recycling, and any hazardous waste separately.
2. Seal bags securely before transfer to appropriate disposal/recycling points.
3. Clean and disinfect bins after emptying.
4. Follow local regulations for hazardous or special waste.

6. Handling and Storage of Cleaning Supplies

- Store all supplies in labeled, designated storage areas away from inventory.
- Keep cleaning agents tightly sealed and out of reach of unauthorized personnel.
- Follow safety data sheets (SDS) for all chemicals used.
- Utilize appropriate PPE (gloves, masks) as necessary.

7. Sanitation of High-Touch Surfaces

- Disinfect all high-touch points (e.g., doorknobs, switches, railings, equipment handles) at least once per shift.
- Use EPA-approved disinfectants and follow manufacturer's instructions.
- Pay particular attention during flu/cold season or infection outbreaks.

8. Spill and Contaminant Management

1. Isolate area of spill immediately; restrict access if needed.
2. Wear appropriate PPE before clean-up.
3. Absorb spill with suitable materials.
4. Clean area with proper cleaning/disinfecting agents.
5. Dispose of contaminated materials as per waste disposal protocol.
6. Report major spills or hazardous incidents to supervisor.

9. Records & Documentation

- Maintain cleaning logs with dates, times, and responsible staff signatures.
- Document any incidents, spills, or cleaning-related maintenance needs.

10. Health & Safety

- Always use PPE as required.
- Ensure adequate ventilation when using cleaning chemicals.
- Report safety hazards or injuries immediately.

11. Review and Training

- Review SOP annually or after significant incidents/changes.
- Train all relevant staff on cleaning protocols and updates.