

Standard Operating Procedure (SOP): Daily Cleaning Checklist

Objective: To ensure daily cleaning and sanitation of floors, surfaces, and furniture to maintain high standards of hygiene and safety.

Scope

This SOP applies to all cleaning personnel responsible for daily cleaning of common areas, offices, and occupied spaces.

Required Supplies & Equipment

- Broom and dustpan
- Mop and bucket/automatic floor cleaner
- Vacuum cleaner (for carpeted areas)
- Multi-surface cleaning solution
- Disinfectant spray/wipes
- Microfiber cloths
- Gloves and other PPE as required
- Trash bags

Daily Cleaning Checklist

Task	Area	Initials/Time
<input type="checkbox"/> Empty trash bins and replace liners	All rooms	
<input type="checkbox"/> Sweep/vacuum floors	All floors	
<input type="checkbox"/> Mop hard floors	Tile/vinyl/wood floors	
<input type="checkbox"/> Dust and wipe furniture	Desks, chairs, tables, shelves	
<input type="checkbox"/> Dust and wipe surfaces (incl. windowsills and ledges)	All rooms	
<input type="checkbox"/> Disinfect high-touch surfaces (doorknobs, switches, handrails)	Common areas, doors	
<input type="checkbox"/> Arrange furniture neatly	All rooms	
<input type="checkbox"/> Check for and report maintenance issues	All areas	

Step-by-Step Procedure

1. Put on appropriate PPE.
2. Collect and dispose of trash.
3. Sweep/vacuum all floors, paying attention to corners and under furniture.
4. Mop hard surface floors using recommended cleaning solution.
5. Dust and wipe all furniture and horizontal surfaces with a damp microfiber cloth.
6. Wipe and disinfect high-touch surfaces such as handles, switches, railings, and shared equipment.
7. Arrange furniture, ensuring all items are returned to their correct place.
8. Inspect cleaned areas; note and report any damages or maintenance needs.
9. Remove gloves and wash hands after cleaning.

Note: Complete and initial the checklist at the end of each shift. Supervisors must verify completed tasks daily.