

Standard Operating Procedure (SOP)

Daily Cleaning Schedules for Sales Floor and Restrooms

This SOP details the **daily cleaning schedules for sales floor and restrooms**, including the specific tasks to be completed, frequency of cleaning, responsibilities of cleaning staff, use of cleaning products and equipment, hygiene standards to be maintained, and protocols for monitoring and verifying cleanliness. The objective is to ensure a clean, safe, and welcoming environment for customers and employees by maintaining high standards of sanitation throughout the sales floor and restroom areas.

1. Cleaning Schedule Overview

Area	Tasks	Frequency	Responsible
Sales Floor	<ul style="list-style-type: none">Sweep and mop floorsDust shelves and displaysClean windows and glass surfacesRemove trash and replace linersSanitize high-touch surfaces (e.g., door handles, checkout counters)	<ul style="list-style-type: none">Twice daily (opening and midday)As needed for spills and debris	Cleaning Staff / Assigned Employees
Restrooms	<ul style="list-style-type: none">Clean and disinfect toilets and urinalsWipe and sanitize sinks, faucets, and countersRefill soap, paper towels, and toilet paperMop floors with disinfectantEmpty trash bins and replace linersClean mirrorsSanitize high-touch surfaces (e.g., door handles, light switches)	<ul style="list-style-type: none">At least 3 times daily (opening, midday, closing)More frequently as required	Cleaning Staff / Assigned Employees

2. Cleaning Products and Equipment

- Approved disinfectant cleaners suitable for retail and restroom environments
- Microfiber cloths, mops, brooms, and dustpans
- Personal protective equipment (PPE) like gloves and masks
- Trash bags and liners
- Paper towels and cleaning wipes for high-touch surfaces

3. Hygiene Standards

- All surfaces must be visibly clean and free from dust, dirt, and debris
- Use disinfectant on all high-touch areas
- No lingering odors in either area
- Restrooms to be fully stocked at all times (soap, paper, etc.)
- PPE must be used and hands washed/sanitized after cleaning

4. Monitoring & Verification Protocols

- Cleaning staff must complete and sign daily cleaning logs for both sales floor and restrooms
- Supervisors/Managers conduct spot checks at least once per shift
- Any issues found must be rectified immediately and recorded
- Logs to be reviewed weekly and retained for at least 30 days

5. Responsibilities

- **Cleaning Staff:** Adhere to the daily cleaning schedule, report issues, and document completed tasks
- **Supervisors/Managers:** Ensure cleaning is performed to standard, verify log completion, conduct regular inspections

6. Revision History

Date	Version	Description	Author
2024-06-20	1.0	Initial SOP issued	Admin