

SOP Template: Cleaning and Store Readiness Checklist

This SOP provides a comprehensive **cleaning and store readiness checklist** to ensure all storage areas are maintained in optimal condition. It covers systematic cleaning procedures, proper organization of inventory, inspection of storage facilities for cleanliness and safety compliance, and preparation steps to ensure readiness for daily operations. Implementing this checklist helps maintain hygiene standards, prevent contamination, and improve efficiency in store management.

1. Purpose

The purpose of this SOP is to outline the steps required to ensure the cleanliness, safety, and organizational readiness of all storage and sales areas prior to opening for business each day.

2. Scope

This SOP applies to all employees responsible for cleaning and preparing the storage areas, sales floor, and other associated store areas.

3. Responsibilities

- Cleaning staff: Perform daily cleaning tasks as outlined.
- Store managers: Supervise and verify completion of checklist.
- All employees: Maintain cleanliness and report issues.

4. Cleaning and Readiness Checklist

Task	Frequency	Responsible	Completed (âœ”)
Empty trash bins and replace liners	Daily	Cleaning Staff	
Wipe and disinfect all surfaces (shelves, counters, handles)	Daily	Cleaning Staff	
Sweep and mop floors	Daily	Cleaning Staff	
Check and clean restrooms	Daily	Cleaning Staff	
Inspect and clean storage shelves	Weekly	Cleaning Staff	
Reorganize inventory for accessibility	Daily	Store Staff	
Check for expired or damaged goods	Daily	Store Staff	
Check lighting and replace faulty bulbs	Weekly	Maintenance/Staff	
Maintain temperature/humidity controls (if needed)	Daily	Store Staff	
Sanitize entry areas and carts/baskets	Daily	Cleaning Staff	

5. Inspection and Verification

- Store manager reviews checklist at end of daily cleaning.
- Any incomplete tasks are immediately addressed.
- Verified checklists are filed for recordkeeping.

6. Safety and Compliance

- Wear appropriate PPE (gloves, masks) during cleaning.
- Use only approved and labeled cleaning agents.
- Report any unsafe or non-compliant conditions to the manager promptly.

7. Documentation

- Complete the checklist each shift and retain records as per policy.
- Document any incidents, repairs, or follow-up actions taken.

Last Reviewed: [Date]