Standard Operating Procedure (SOP): Inspection and Sign-Off Procedures for End-of-Shift Cleanliness

This SOP details the **inspection and sign-off procedures for end-of-shift cleanliness**, emphasizing thorough cleaning standards, verification checkpoints, responsible personnel roles, documentation requirements, and corrective action protocols. The goal is to ensure a consistently clean and safe work environment at the end of each shift, maintaining hygiene, operational efficiency, and compliance with company policies and health regulations.

1. Scope

This SOP applies to all employees and supervisors responsible for end-of-shift cleaning and cleanliness verification of the facility.

2. Responsibilities

- **Cleaning Staff:** Complete cleaning tasks as per assigned checklist and standards.
- **Shift Supervisor:** Conduct inspection, verify task completion, document findings, and authorize sign-off.
- **Management:** Review inspection documentation and oversee corrective actions as needed.

3. Cleaning Standards

1. All work surfaces, equipment, and floors must be free of debris, spills, and waste.
2. Trash receptacles emptied and liners replaced.
3. Restrooms sanitized and supplied.
4. High-touch surfaces disinfected.
5. Supplies restocked as necessary.

4. Inspection Procedure

1. Obtain the End-of-Shift Cleaning Checklist.
2. Physically inspect each area listed in the checklist, verifying cleanliness and completion.
3. Identify any deficiencies or incomplete tasks.
4. Document findings on the checklist (see example below).

Example Inspection Checklist

Area	Standard Met (Yes/No)	Comments/Deficiencies	Initials
Workstations			
Restrooms			
Floors			
Break Areas			

5. Documentation & Sign-Off

1. Document all inspection results on the official checklist form.
2. Both cleaning staff and the shift supervisor must sign and date the completed checklist.
3. Submit the signed checklist to management for review and recordkeeping.

6. Corrective Actions

1. If deficiencies are identified, document on checklist and notify responsible personnel immediately.
2. Ensure corrective actions are completed prior to final sign-off.
3. If repeated issues occur, report to management for further investigation and follow-up.

7. Compliance

All personnel must adhere to this SOP to maintain a safe, clean, and compliant work environment. Noncompliance will

result in corrective measures as per company policy.

8. Review & Revision

This SOP will be reviewed annually or as required, based on operational changes and regulatory updates.

Approved by: _____   Date: _____