SOP: Workstation Cleanup and Inventory Restocking

This SOP details the **workstation cleanup and inventory restocking** process, including proper disposal of waste, organization of tools and materials, thorough cleaning of work surfaces, and systematic replenishment of inventory items. The goal is to maintain a clean, safe, and efficient work environment that supports productivity and minimizes downtime by ensuring all necessary supplies are readily available and workstations are kept orderly.

1. Scope

This procedure applies to all employees responsible for operating or maintaining workstations within [Department/Area].

2. Responsibilities

- **Employees:** Clean and organize their respective workstations and notify supervisor of low inventory.
- **Supervisors:** Oversee workstation cleanliness, approve waste disposal, and authorize inventory replenishment when needed.

3. Required Supplies & Equipment

- Cleaning supplies (disinfectant, wipes, cleaning cloths)
- Personal protective equipment (gloves, masks as needed)
- Trash and recycling bins/bags
- Inventory restocking list
- Organizational containers/shelves

4. Procedure

1. **Preparation**
   - Wear appropriate PPE as required.
   - Gather all necessary cleaning and organizing materials.
2. **Waste Disposal**
   - Collect all trash, recyclables, and hazardous materials from the workstation.
   - Sort waste according to company policy and dispose of in designated bins.
   - Replace liners in trash/recycling bins as needed.
3. **Organization**
   - Return all tools and materials to their assigned storage locations.
   - Check for misplaced or damaged items and report as necessary.
   - Ensure labels and containers are intact and clearly marked.
4. **Cleaning**
   - Wipe down all work surfaces with appropriate cleaning agents.
   - Spot clean equipment, handles, and common touch points.
   - Allow surfaces to dry before replacing items.
5. **Inventory Restocking**
   - Review inventory list and inspect levels of all supplies at the workstation.
   - Replenish items from main stock as needed, following "first-in, first-out" (FIFO) principles where applicable.
   - Record restocking activity and update inventory sheet/log.
6. **Final Inspection**
   - Supervisor or designated personnel inspect the workstation for cleanliness, organization, and proper restocking.
   - Address any issues identified during inspection.

5. Documentation

- Complete the Workstation Cleanup & Restocking Checklist (see example below).
- Maintain records of inventory usage and replenishment.

Step	Completed By	Date/Time	Notes
Waste Disposed			
Workstation Organized			

Surfaces Cleaned			
Inventory Restocked			
Inspection Completed			

6. Safety & Compliance

- Follow all related safety protocols when handling cleaning agents and waste.
- Ensure hazardous materials are managed according to regulatory guidelines.
- Use PPE as required for waste disposal and chemical handling.

7. References

- Company Waste Disposal Policy
- Inventory Management Policy
- Workstation Safety Guidelines

8. Revision History

Date	Revision	Description	Approved By
	1.0	Initial release	