

SOP: End-of-shift Cleaning Inspection and Sign-off

This SOP details the **end-of-shift cleaning inspection and sign-off** process, including thorough cleaning protocols, inspection checklists, responsible personnel, documentation requirements, and compliance verification to ensure workplace cleanliness and safety at the conclusion of each shift. This procedure guarantees that all areas meet hygiene standards, equipment is properly maintained, and accountability is established through formal sign-off.

1. Purpose

To maintain a safe, hygienic, and orderly work environment at the end of each shift and ensure accountability for proper cleaning and sanitation through inspection and formal sign-off.

2. Scope

This procedure applies to all operational areas and personnel responsible for end-of-shift cleaning in the facility.

3. Responsibilities

- **Cleaning Staff:** Perform assigned cleaning tasks.
- **Supervisors:** Conduct inspections, verify cleaning completion, and document sign-off.
- **Manager:** Ensure SOP compliance, address deficiencies, and maintain records.

4. Cleaning Protocols

1. Clear all work surfaces and remove debris/trash.
2. Sanitize high-touch surfaces (e.g., doorknobs, switches, equipment handles).
3. Clean and disinfect equipment according to manufacturer instructions.
4. Restock cleaning and hygiene supplies as needed.
5. Sweep/vacuum/mop floors and empty waste bins.
6. Report any maintenance concerns to the supervisor.

5. Inspection Checklist

Area/Item	Cleaned?	Inspected By	Comments
Work surfaces	<input type="checkbox"/>		
Equipment	<input type="checkbox"/>		
Floors	<input type="checkbox"/>		
Waste bins emptied	<input type="checkbox"/>		
Restroom/handwashing stations	<input type="checkbox"/>		
Supplies restocked	<input type="checkbox"/>		

6. Documentation & Sign-off

Upon completion of the inspection, responsible personnel must document and sign off.

Date	Shift	Name of Cleaner	Name/Signature of Inspector	Comments/Actions Required

7. Compliance Verification

- Supervisors to review all inspection checklists and sign-off sheets at the end of each shift.
- Recurring issues to be logged and addressed in shift handover and/or corrective action reports.
- Periodic audits to be conducted by management.

8. References

Related company hygiene policies, equipment cleaning SOPs, and regulatory requirements.

9. Revision History

Version	Date	Description	Author
1.0		Initial release	