

# Standard Operating Procedure (SOP): Daily Workstation Cleaning Checklist and Schedule

## Purpose

This SOP describes the **daily workstation cleaning checklist and schedule**, outlining the essential steps for maintaining a clean, organized, and safe work environment. It includes tasks such as wiping down surfaces, disinfecting tools and equipment, properly disposing of waste, restocking supplies, and inspecting the area for hazards. The purpose is to ensure consistency in cleanliness, enhance workplace hygiene, promote employee well-being, and support operational efficiency through scheduled daily maintenance routines.

## Scope

This SOP applies to all workstations in the facility and is to be followed by all employees and cleaning personnel responsible for daily cleaning tasks.

## Responsibilities

- All employees are responsible for maintaining the cleanliness of their personal workstations.
- Designated cleaning personnel supervise, assist, and carry out specialized cleaning tasks as scheduled.
- Supervisors are responsible for ensuring adherence to the cleaning schedule.

## Materials & Equipment Needed

- Disinfectant wipes or cleaning spray
- Clean, lint-free cloths
- Trash bags and bins
- Gloves (disposable or reusable)
- Broom, dustpan, and/or vacuum
- Restocking supplies (e.g., pens, paper, sanitizer, tissues)
- Sign-off checklist (printed or digital)

## Daily Cleaning Checklist

1. Remove all trash and dispose of it in designated receptacles.
2. Wipe down and disinfect all surfaces (desk, keyboard, mouse, phone, screens, chairs, etc.)
3. Clean and disinfect shared tools and equipment.
4. Organize and declutter workstation (return items to proper locations).
5. Restock workstation supplies as required.
6. Sweep/vacuum floor area around the workstation.
7. Check for hazards (spills, loose wires, sharp objects, etc.) and address immediately.
8. Report any maintenance issues or supply shortages to supervisor.

## Schedule

Task	Time	Responsible
Clear trash and clutter	Start of shift / End of shift	Employee
Wipe & disinfect surfaces	End of shift	Employee
Clean shared equipment	After each use / End of shift	Employee / Cleaning staff
Restock supplies	As needed / End of shift	Employee / Cleaning staff
Sweep/vacuum floor	End of shift	Cleaning staff
Inspect for hazards	Throughout the day / End of shift	Employee

## Sign-off Checklist (Sample)

Task	Completed (Y/N)	Initials	Date
Trash removed			
Surfaces disinfected			
Equipment cleaned			
Supplies restocked			
Hazards checked			

## Review & Continuous Improvement

- Supervisors review checklists weekly to ensure compliance and identify improvement opportunities.
- Feedback from staff is encouraged for enhancing cleaning procedures.