

SOP: End-of-Shift Cleaning and Station Closing Procedures

This SOP details the **end-of-shift cleaning and station closing procedures**, including the systematic cleaning of work areas, proper disposal of waste, sanitization of equipment, securing tools and materials, turning off machinery and utilities, reporting maintenance issues, and ensuring the workspace is safe and orderly for the next shift. The objective is to maintain hygiene standards, promote workplace safety, and facilitate smooth operations in subsequent shifts.

1. Purpose

To outline the steps required for effective cleaning, organization, and shutdown of workstations at the end of each shift.

2. Scope

This SOP applies to all employees responsible for designated workstations and areas in the facility.

3. Responsibilities

- **Employees:** Complete all procedural tasks prior to shift end.
- **Supervisors:** Monitor compliance with SOP and address any issues.

4. Procedure

1. **Systematic Cleaning**
 - Clear work surfaces of debris and unnecessary materials.
 - Wipe down all surfaces with appropriate cleaning agents.
2. **Waste Disposal**
 - Collect and dispose of all waste in designated bins.
 - Replace liners if required.
3. **Equipment Sanitization**
 - Sanitize tools and equipment as per sanitation guidelines.
 - Allow items to air dry before storage, if necessary.
4. **Tool and Material Security**
 - Return all tools and materials to their assigned storage locations.
 - Lock cabinets and storage units where applicable.
5. **Machinery and Utility Shutdown**
 - Turn off all machinery and equipment as per manufacturer or company guidelines.
 - Shut down lights, gas, water, or other utilities not required overnight.
6. **Reporting Maintenance Issues**
 - Identify and record any defects, damage, or required maintenance.
 - Report issues to the supervisor and log in maintenance records.
7. **Final Inspection**
 - Conduct a visual inspection to ensure the workstation is clean, orderly, and safe.
 - Sign off on the closing checklist.

5. Documentation

- Complete the End-of-Shift Cleaning Checklist.
- Record any reported maintenance issues.

6. References

- Company cleaning standards and protocols
- Equipment operation manuals
- Safety guidelines and hazard reporting procedures

7. Revision History

Date	Revision	Description	Author
2024-06-12	1.0	SOP Template Created	Admin