

SOP Template: Documentation and Reporting of Room Preparation Completion

This SOP details the procedures for the **documentation and reporting of room preparation completion**, ensuring that all rooms are thoroughly prepared, inspected, and verified before use. It includes steps for recording preparation activities, verifying cleanliness and readiness, reporting completion status to relevant departments, and maintaining accurate records for quality control and accountability purposes.

1. Purpose

To outline standard procedures for documenting and reporting the completion of room preparation to ensure readiness for use and maintain accountability and quality standards.

2. Scope

This SOP applies to all staff involved in room preparation, inspection, and reporting in [Facility/Department Name].

3. Responsibilities

- Room Preparers:** Clean, set up, and complete the preparation checklist.
- Inspectors/Supervisors:** Inspect, verify, and sign off on room readiness.
- Reporting Staff:** Document and report room preparation completion to relevant departments.

4. Procedure

- Room Preparation**
 - Set up room according to standard requirements (cleanliness, supplies, arrangement, equipment).
 - Follow the Room Preparation Checklist (see section 7: Documentation Template).
- Inspection and Verification**
 - Inspector/Supervisor reviews room based on the checklist.
 - Sign and date the checklist to verify readiness.
- Documentation**
 - Record the completion status in the Room Preparation Log or digital system.
 - Attach completed checklists for reference and auditing.
- Reporting**
 - Notify relevant departments (e.g., front desk, operations) of completion via agreed method (email, log system, etc.).
 - Retain records for quality control and audit purposes for a minimum of [X] months/years.

5. Quality Control

- Periodic spot checks by supervisors or auditors.
- Feedback review and process improvement as necessary.

6. References

- Room Preparation Checklist
- [Other relevant policies or SOPs]

7. Documentation Template: Room Preparation Checklist

Room #	Date	Prepared By	Activities Completed	Inspector Name	Status	Signature
<input type="text"/>	<input type="text"/>	<input type="text"/>	<div><div><div><input type="checkbox"/> Cleaning</div><div><input type="checkbox"/> Supplies Restocked</div><div><input type="checkbox"/> Equipment Checked</div><div><input type="checkbox"/> Arrangement Completed</div></div></div>	<input type="text"/>	<div>Complete</div>	<input type="text"/>

Reporting Completion Example

Subject: Room Preparation Completed - Room 101
To: Front Desk, Operations Team
Message: Room 101 has been prepared and inspected as per the checklist. The room is ready for use as of [date/time].
Attached: Completed Room Preparation Checklist

8. Revision History

Version	Date	Description of Change	Approved By
1.0	[Date]	Initial SOP release	[Name/Title]