Standard Operating Procedure (SOP): Post-Meeting Room Cleanup and Reset Requirements

This SOP details the **post-meeting room cleanup and reset requirements**, including clearing all trash and recyclables, wiping down surfaces and furniture, rearranging chairs and tables to their original setup, ensuring all equipment is turned off and stored properly, restocking supplies such as markers and notepads, and verifying the room is tidy and ready for the next use. The goal is to maintain a clean, organized, and functional meeting environment for all users.

1. Scope

This procedure applies to all employees, facilitators, and meeting organizers responsible for using and maintaining company meeting rooms.

2. Responsibilities

- Meeting organizer: Ensures the room is cleaned and reset after use.
- Facilities/Janitorial staff: Performs deep cleaning as scheduled.
- All users: Leave the meeting room in a tidy and usable condition.

3. Procedure

1. **Clear all trash and recyclables:**
   - Remove all garbage, food containers, and beverages from tables and floors.
   - Place recyclable materials in the appropriate bins.
2. **Wipe down all surfaces:**
   - Clean tables, chairs, and any shared equipment (e.g., whiteboards, remote controls).
   - Disinfect high-touch areas as needed.
3. **Restore original room arrangement:**
   - Refer to the posted room layout diagram if available.
   - Realign chairs and tables according to the standard setup.
4. **Check and secure equipment:**
   - Turn off projectors, monitors, or other AV equipment.
   - Return cables, remotes, and accessories to their designated storage areas.
5. **Restock supplies:**
   - Ensure markers, erasers, notepads, pens, and other supplies are replenished.
   - Report any missing or damaged items to office administration.
6. **Final check:**
   - Inspect the room for tidiness.
   - Close windows, switch off lights, and close doors upon leaving.

4. Checklist

Task	Completed (âœ"/âœ—)
Trash & recyclables removed	
Surfaces and furniture wiped down	
Chairs & tables reset to original layout	
All equipment powered off & stored	
Supplies restocked (markers, notepads)	
Room visually inspected and left tidy	

5. Documentation

- Complete the checklist above after each meeting.

- Report any issues via the company helpdesk or facilities management system.

6. Revision History

Date	Version	Description	Prepared by
	1.0	Initial SOP issued	