

SOP: Post-Meeting Room Inspection and Cleanup

This SOP details the process for **post-meeting room inspection and cleanup**, including proper disposal of waste, arrangement of furniture, sanitization of surfaces, checking for personal belongings, and ensuring all equipment is turned off. The objective is to maintain a clean, organized, and ready-to-use meeting space for future use, promoting a professional environment and preventing damage or loss of property.

1. Scope

This SOP applies to all employees, facility staff, and external parties utilizing meeting rooms in [Company/Organization Name].

2. Responsibility

- Meeting organizer and participants: Initial cleanup and arrangement
- Facilities/Janitorial staff: Final inspection and deeper cleaning as required

3. Procedure

- Waste Disposal**
 - Collect all waste materials (paper, food wrappers, used disposables, etc.).
 - Place waste in designated bins. Replace bin liners if necessary.
 - Dispose of recyclables and general waste according to organizational policies.
- Check for Personal Belongings**
 - Inspect tabletop, chairs, and floor area for forgotten items.
 - Place any found items in the lost and found or notify the owner if known.
- Arrangement of Furniture**
 - Return chairs, tables, and other furniture to their default positions (refer to posted layout diagram, if available).
 - Ensure all furniture is undamaged and clean.
- Sanitization of Surfaces**
 - Wipe down tables, chairs, door handles, and shared surfaces with disinfectant wipes or spray.
 - Sanitize remote controls, keypads, and other shared equipment.
- Equipment Check**
 - Turn off all electronic devices (projector, screen, monitor, speakers, lights, etc.).
 - Secure cables and remotes in their designated locations.
- Final Inspection**
 - Scan the room for cleanliness and readiness (refer to the checklist below).
 - Report damages or maintenance issues to Facilities immediately.

4. Post-Meeting Room Inspection Checklist

Task	Completed (Y/N)	Remarks
All waste disposed correctly		
Personal belongings removed		
Furniture arranged to default layout		
All surfaces sanitized		
Equipment powered off & secured		
No damage or maintenance issues		

5. References

- [Company/Organization Name] Waste Disposal Policy
- Meeting Room Layout Diagrams (posted or available online)
- Incident Reporting Procedure

6. Revision History

Revision Date	Version	Description	Author
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	1.0	Initial draft	
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