SOP Template: Post-service Clearance and Room Tidying Steps

This SOP details the **post-service clearance and room tidying steps**, covering the systematic removal of used items, cleaning and sanitizing surfaces, proper disposal of waste, replenishment of supplies, and ensuring the room is restored to a clean, organized, and welcoming state for the next use. These procedures maintain hygiene standards, enhance client satisfaction, and contribute to efficient service operations.

Standard Operating Procedure

1. Preparation

1. Gather cleaning supplies:
    - Disposable gloves
    - Sanitizing sprays/wipes
    - Clean cloths or paper towels
    - Trash bags
    - Replacement supplies (linens, amenities, etc.)
2. Ensure proper PPE (personal protective equipment) is worn before starting.

2. Removal of Used Items

3. Collect and remove used linens, towels, glassware, and amenity items.
4. Dispose of single-use items properly.
5. Remove all trash and recycling bins from the room.

3. Cleaning and Sanitization

6. Clean and disinfect high-touch surfaces, including:
    - Door handles and light switches
    - Countertops and tabletops
    - Chairs and furniture arms
    - Remote controls and switches
7. Sanitize any equipment or tools that were in use, as per manufacturer guidelines.
8. Vacuum, sweep, or mop floors as appropriate.

4. Disposal of Waste

9. Place trash and recyclables in the appropriate external bins.
10. Replace liners in all bins and ensure bins are clean.

5. Replenishing Supplies

11. Restock amenities (toiletries, refreshments, stationery, etc.).
12. Replace all linens, towels, and consumables.
    - Ensure correct placement and presentation.

6. Final Inspection and Reset

13. Inspect the room for residual mess or overlooked items.
14. Ensure all furniture and equipment are returned to their standard positions.
15. Adjust lighting, temperature, and ventilation for a welcoming environment.

7. Documentation and Handover

16. Complete cleaning checklists/logs as required.

17. Report any damage or maintenance issues to the appropriate department.
18. Confirm the room is ready for the next use and notify the necessary personnel if applicable.