

Standard Operating Procedure (SOP): Daily Store Opening Cleanliness Checklist

This SOP details the **daily store opening cleanliness checklist**, including step-by-step cleaning tasks, inspection of all store areas, sanitization of high-touch surfaces, restocking cleaning supplies, waste disposal procedures, and reporting any maintenance issues. The goal is to ensure the store is clean, safe, and welcoming for customers and staff at the start of each business day.

1. Scope

This SOP applies to all team members responsible for store opening procedures.

2. Responsibilities

- Opening staff: Complete all checklist tasks prior to store opening.
- Supervisors/Managers: Inspect and verify checklist completion, address issues, and report as needed.

3. Materials Needed

- Cleaning and disinfectant solutions
- Microfiber cloths, mops, brooms, dustpans
- Trash bags and waste bins
- PPE (gloves, masks as required)
- Restocking items (paper towels, soap, sanitizer, etc.)
- Daily checklist form

4. Daily Opening Cleanliness Checklist

Task	Area	Instructions	Complete (✓/✗)	Notes
Floor Cleaning	All areas	Sweep and mop all floors; vacuum carpets/rugs.		
Surface Wiping	Countertops, shelves, display units	Wipe with disinfectant; focus on customer/staff contact areas.		
Sanitization of High-Touch Surfaces	Door handles, POS devices, light switches, railings	Sanitize thoroughly.		
Restroom Cleaning & Restocking	Restrooms	Clean toilets, sinks, mirrors; restock supplies.		
Waste Disposal	All waste bins	Empty all bins; replace liners; dispose of trash at designated area.		
Entrance/Exterior Cleaning	Storefront, entry mat, sidewalk	Sweep/wipe down; remove any debris/litter.		
Restock Cleaning Supplies	All cleaning stations	Check and replenish all needed supplies.		
Check for Maintenance Issues	All areas	Inspect for damages, leaks, broken items; report to manager.		

5. Reporting & Documentation

- Complete and sign the daily checklist form.
- Note any issues or shortages in the "Notes" column.
- Report significant maintenance or safety issues directly to management.

6. Review & Verification

- Supervisor/manager reviews and verifies checklist completion.
- Feedback or repeated missed tasks to be addressed in regular staff meetings.

7. Attachments

- Example: Daily Cleanliness Checklist Form (see above table)
- Contact list for maintenance or supply requisitions