

Daily Opening Cleaning Checklist

This SOP provides a **daily opening cleaning checklist** to ensure a clean, organized, and safe environment at the start of each business day. It covers tasks such as sanitizing surfaces, checking and restocking supplies, inspecting equipment functionality, removing trash, and verifying cleanliness in all customer and staff areas. Following this checklist helps maintain hygiene standards, promotes a positive experience for customers and employees, and supports compliance with health and safety regulations.

Checklist

- ☐ Unlock and secure all entry points.
- ☐ Wash and sanitize all high-touch surfaces (doors, handles, counters, tables, switches).
- ☐ Clean and organize front-of-house/customer areas (wipe tables, chairs, and display units).
- ☐ Sweep and mop floors in all areas.
- ☐ Empty all trash bins and replace liners.
- ☐ Check and restock restrooms (toilet paper, soap, paper towels); scrub sinks, toilets, and mirrors.
- ☐ Inspect staff areas and restock essential supplies (e.g., gloves, masks, sanitizer).
- ☐ Confirm functionality and cleanliness of all equipment (coffee machines, fridges, registers, etc.).
- ☐ Disinfect all phones, computers, and POS terminals.
- ☐ Refill hand sanitizer stations throughout the premises.
- ☐ Check inventory for cleaning and hygiene supplies; note any low stock for ordering.
- ☐ Remove any visible debris or waste from exterior entrances.
- ☐ Inspect for safety hazards (wet floors, blocked exits) and address as needed.
- ☐ Turn on lights, HVAC/ventilation, and background music if applicable.
- ☐ Final walk-through to verify overall cleanliness and readiness for business.

Notes

- Use only approved cleaning products and PPE as required by company policy and regulations.
- Report any maintenance or safety issues to management immediately.
- Record completion of each task on the daily log sheet.

Staff Member: _____
Date: _____
Supervisor Review: _____