

SOP Template: Daily Storage Area Cleanliness Protocols

This SOP defines the **daily storage area cleanliness protocols** to maintain a safe, organized, and efficient storage environment. It includes step-by-step procedures for cleaning and sanitizing storage surfaces, organizing items to prevent contamination, inspecting for pests or hazards, proper waste disposal, and documentation of maintenance activities. This ensures compliance with health and safety standards while promoting operational efficiency and preventing damage or spoilage of stored materials.

1. Purpose

To outline standard procedures for maintaining daily cleanliness and organization in the storage area, ensuring safety and compliance with applicable regulations.

2. Scope

Applies to all employees and contractors responsible for the maintenance, cleaning, and organization of storage areas.

3. Responsibilities

- **Storage Staff:** Execute cleaning and inspection tasks as scheduled.
- **Supervisors/Managers:** Ensure procedures are followed and records are maintained accurately.

4. Procedure

1. **Preparation**
 - Gather necessary cleaning and sanitizing supplies (disinfectant, wipes, mop, broom, gloves, etc.).
 - Wear appropriate personal protective equipment (PPE).
2. **Cleaning and Sanitizing Surfaces**
 - Remove all items from surfaces, shelves, and floors as needed.
 - Wipe down and sanitize all surfaces, shelves, and equipment.
 - Clean floors by sweeping and mopping; ensure floor drains are unblocked.
3. **Organizing Items**
 - Return items to shelves in an organized manner, maintaining clear labels and separation of incompatible materials.
 - Check expiry dates and rotate stock (First-In, First-Out).
4. **Inspection**
 - Inspect for signs of pests (droppings, nests, chew marks) and report immediately if found.
 - Check for hazards such as leaks, spills, or damage to storage racks.
5. **Waste Disposal**
 - Dispose of trash and waste materials in designated bins.
 - Remove waste from storage area at the end of every shift.
6. **Documentation**
 - Complete daily cleaning and inspection checklist (example below).
 - Report and document any problems, maintenance needs, or pest sightings.

5. Documentation

Date	Area Cleaned	Tasks Performed	Inspected By	Issues Noted/Actions Taken	Signature

6. Review & Training

- New staff must be trained on these protocols before beginning work in storage areas.
- Review and update SOP annually or as necessary.