

# Standard Operating Procedure (SOP)

## Dining Area Cleaning and Furniture Reset

This SOP details the procedures for **dining area cleaning and furniture reset**, focusing on maintaining cleanliness, hygiene, and proper arrangement of tables and chairs. It covers the step-by-step process for cleaning surfaces, floors, and fixtures, sanitizing high-touch areas, and resetting furniture to the designated layout after each use. The aim is to ensure a safe, inviting, and well-organized dining environment for guests and staff.

### 1. Scope

This SOP applies to all staff responsible for cleaning and resetting the dining area in the facility.

### 2. Responsibilities

- **Cleaning Staff:** Perform cleaning and furniture reset as per this SOP.
- **Supervisors/Managers:** Ensure SOP adherence, monitor results, and address any issues.

### 3. Materials and Equipment

- Approved cleaning agents and disinfectants
- Microfiber cloths
- Disposable gloves
- Mop and bucket
- Broom and dustpan
- Vacuum cleaner (if applicable)
- Furniture layout diagram
- Hand sanitizer for stations
- Trash bags

### 4. Procedure

1. **Preparation**
  - Wear disposable gloves and other appropriate PPE.
  - Gather all cleaning materials and reference the furniture layout diagram.
2. **Clear the Area**
  - Remove used dishes, utensils, and any trash from tables and chairs.
  - Dispose of waste in the designated bins.
3. **Surface Cleaning**
  - Wipe down tables, chairs, and benches with approved cleaning agent.
  - Pay special attention to high-touch points (e.g., chair backs, table edges).
4. **Sanitization**
  - Apply disinfectant to all high-touch surfaces, allowing appropriate contact time as per product instructions.
5. **Floor Cleaning**
  - Sweep/vacuum floor to remove crumbs and debris.
  - Mop with appropriate cleaner, ensuring the floor is dry and safe for walking.
6. **Furniture Reset**
  - Reference the furniture layout diagram to ensure correct table and chair configuration.
  - Carefully return all furniture to its designated position.
7. **Final Check**
  - Inspect the dining area for overall cleanliness, correct placement of furniture, and restock hand sanitizer as needed.
  - Report any damages or maintenance issues to the supervisor/manager.
8. **Dispose and Clean Up**
  - Safely remove gloves and dispose of them properly.
  - Store cleaning equipment and chemicals appropriately.
  - Wash hands thoroughly after completing the process.

### 5. Frequency

- After each dining service or seating turnover.
- Deep cleaning at the end of each day.

6. Documentation & Records

- Complete daily cleaning checklists and report completion to the supervisor.
- Log any issues, damages, or incidents as per company policy.

7. Health & Safety

- Use PPE when cleaning and handling chemicals.
- Follow manufacturer guidelines on cleaning agent use.
- Ensure area is dry and free from slip hazards before reopening.

8. Reference Layout (Sample)

Table No.	Seats	Location
1	4	Near Entrance
2	6	Window Side
3	2	Corner

9. Revision History

- **Date:** [Insert Date]
- **Version:** 1.0
- **Prepared by:** [Insert Name]
- **Reviewed by:** [Insert Name]