

Standard Operating Procedure (SOP): End-of-Shift Cleanup and Closing Procedures

This SOP details **end-of-shift cleanup and closing procedures**, including workstation organization, equipment shutdown, waste disposal, inventory checks, safety inspections, and documentation of completed tasks. The goal is to ensure a clean, safe, and secure environment for the next shift, promoting operational efficiency and workplace safety.

1. Purpose

To outline the standardized steps for end-of-shift cleanup and closing to maintain a clean, safe, and operationally efficient workspace.

2. Scope

This SOP applies to all employees responsible for end-of-shift duties in the facility.

3. Responsibilities

- **All Staff:** Follow the procedures below before leaving the premises at the end of their shift.
- **Supervisors/Managers:** Ensure compliance, perform final inspection, and complete/sign off on documentation.

4. Procedure

1. **Workstation Organization**
 - Return all tools and materials to their designated storage locations.
 - Wipe down surfaces, clean up spills, and remove debris from workstations.
2. **Equipment Shutdown**
 - Power off all machinery and equipment according to manufacturer guidelines.
 - Unplug devices if required and secure moveable equipment.
3. **Waste Disposal**
 - Dispose of trash and recyclables in the correct bins.
 - Empty full bins and liners, replace as needed.
4. **Inventory Checks**
 - Check stock levels of essential supplies (e.g., cleaning products, workstation materials).
 - Report low inventory levels to supervisor using provided forms.
5. **Safety Inspections**
 - Ensure all exits and emergency equipment are accessible and unobstructed.
 - Check for potential hazards (e.g., spills, trip hazards) and address as needed.
6. **Documentation & Handover**
 - Complete end-of-shift checklist (see Table 1).
 - Log any issues, incidents, or equipment malfunctions in the shift report.
 - Inform incoming shift (if applicable) of any outstanding or ongoing tasks.
7. **Final Lock-Up & Security**
 - Secure all windows, doors, and gates.
 - Activate security systems as required.

5. End-of-Shift Checklist Example

Task	Completed (Y/N)	Notes/Initials
Workstation cleaned and organized		
Equipment powered off and secured		
Trash/recyclables disposed		
Inventory checked/reported		
Safety inspection completed		
Documentation updated		
Premises locked and secured		

6. References

- Company Safety Manual
- Equipment Manufacturer Shutdown Procedures
- Workplace Security Policy