STANDARD OPERATING PROCEDURE

# Janitorial Closet and Equipment Care SOP

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| **Document no.** | SOP-CLN-009 |
| **Revision** | 1.0 |
| **Owner** | Site Supervisor |
| **Effective date** | September 15, 2026 |
| **Review cycle** | Every 12 months |

## 1. Purpose

To keep janitorial closets organized, equipment in working order, and chemicals stored safely so crews can work efficiently and safely at every visit.

## 2. Scope

Applies to contract cleaning crews using a client-provided or company-owned janitorial closet at a site. Chemical dilution steps are covered by a separate SOP.

### Definitions

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|---|---|
| **Par level** | The minimum quantity of a supply item that should always be on hand in the closet before it needs reordering. |
| **Wet closet** | The section of a janitorial closet with a mop sink, used for filling and emptying buckets and rinsing mop heads. |
| **Dry storage** | Shelving used for paper products, chemicals in original containers, and equipment that must stay dry. |

## 3. Responsibilities

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|---|---|
| **Cleaning Technician** | Keeps the closet organized during and after each shift, and reports low stock or broken equipment. |
| **Site Supervisor** | Checks closet organization on inspections, approves supply orders, and schedules equipment maintenance. |
| **Facility Manager** | Provides closet access and reports any facility issues affecting the closet, such as a leaking mop sink. |

### RACI matrix

| Activity | Cleaning Technician | Site Supervisor | Facility Manager |
|---|---|---|---|
| Organize and label the closet | R | A | I |
| Track supply inventory and par levels | R | A | - |
| Maintain equipment | R | A | - |
| Secure chemicals and lock the closet | R | A | I |

R = Responsible, A = Accountable, C = Consulted, I = Informed

## 4. Materials and PPE

### Materials, tools and systems

- Labeled shelving and bins
- Supply inventory sheet or app
- Mop sink and hose
- Equipment maintenance log
- Spare vacuum bags, mop heads and cloths
- Closet inspection checklist

### Personal protective equipment

- Disposable gloves
- Non-slip closed shoes

## 5. Procedure

| Step | Task | Owner | Done |
|---|---|---|---|
| 5.1 | **Check closet security on arrival**<br>Confirm the closet door was locked since the last visit and that no unauthorized items or chemicals have been added to the space. | Cleaning Technician | ☐ |
| 5.2 | **Return equipment to labeled locations**<br>Put mops, vacuums, carts and tools back in their labeled spot on the shelving or hooks at the start and end of every shift.<br>**Checkpoint:** Every piece of equipment is in its labeled location at the end of the shift. | Cleaning Technician | ☐ |
| 5.3 | **Rinse and hang mop heads**<br>Rinse mop heads in the wet closet sink after use and hang them to air dry rather than leaving them soaking in a bucket. | Cleaning Technician | ☐ |
| 5.4 | **Empty and clean buckets**<br>Empty dirty water down the mop sink, rinse buckets and wringers, and leave them upside down to dry. | Cleaning Technician | ☐ |
| 5.5 | **Check and empty the vacuum**<br>Empty or replace the vacuum bag or canister when it is more than two-thirds full, and clear any debris caught in the brush roll.<br>**Warning:** Unplug the vacuum before clearing debris from the brush roll or checking the belt. | Cleaning Technician | ☐ |
| 5.6 | **Store chemicals in their designated area**<br>Return concentrated chemicals to dry storage in their original labeled containers, keeping incompatible products separated as shown on the storage chart. | Cleaning Technician | ☐ |
| 5.7 | **Update the supply inventory**<br>Count remaining stock of key supplies against the par level on the inventory sheet or app, and flag anything that has dropped below par. | Cleaning Technician | ☐ |
| 5.8 | **Report equipment faults**<br>Log any vacuum, cart or mop bucket that is not working properly in the equipment maintenance log with a description of the fault. | Cleaning Technician | ☐ |

| Step | Task | Owner | Done |
|---|---|---|---|
| 5.9 | **Sweep and dry the closet floor**<br>Sweep and mop the closet floor itself on a set schedule so spilled chemicals or standing water do not build up. | Cleaning Technician | ☐ |
| 5.10 | **Inspect the closet on a schedule**<br>Walk through each assigned closet on the closet inspection checklist on a set schedule, checking labeling, chemical storage and equipment condition.<br>**Checkpoint:** Every closet on the route passes the inspection checklist or has an open action item assigned. | Site Supervisor | ☐ |
| 5.11 | **Lock the closet**<br>Lock the closet door at the end of every shift, and confirm the key or access code is returned or secured per site procedure. | Cleaning Technician | ☐ |

## 6. Quality checks

- Equipment and supplies are found in their labeled locations during spot checks.
- Chemicals are stored in original labeled containers, separated by compatibility.
- Mop heads and buckets are clean and dry rather than left soaking.
- Closet inspection checklist shows no overdue action items.

## 7. Records

- Closet inspection checklist
- Supply inventory sheet or app
- Equipment maintenance log

## 8. KPIs

- Percentage of closets passing scheduled inspection
- Supply stock-out rate against par levels
- Equipment downtime for repairs
- Time to resolve a logged equipment fault

## 9. Common mistakes

- Leaving mop heads soaking in dirty water instead of rinsed and hung to dry.
- Letting supply stock drop below par level before reordering.
- Storing incompatible chemicals next to each other.
- Leaving the closet unlocked after the shift.

## 10. Revision history

| Revision | Date | Description | Reviewed by |
|---|---|---|---|
| 1.0 | September 15, 2026 | Initial release | Alexa Uskova |

## Approval

| Prepared by | Approved by | Date |
|---|---|---|
| | | |

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