

Janitorial Closet and Equipment Care SOP

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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

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

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 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 Put mops, vacuums, carts and tools back in their labeled spot on the shelving or hooks at the start and end of every shift. 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 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 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 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. 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 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 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 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 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 Walk through each assigned closet on the closet inspection checklist on a set schedule, checking labeling, chemical storage and equipment condition. Checkpoint: Every closet on the route passes the inspection checklist or has an open action item assigned.	Site Supervisor	☐
5.11	Lock the closet 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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