



Universal Housekeeping SOP Template

A standardized room-by-room procedure template for staff

Room / Area Name _____

Assigned Frequency (Daily / Weekly / Monthly) _____

Estimated Time _____

Section A: Required Tools & Cleaning Solutions



Allowed chemicals for specific surfaces _____

Prohibited chemicals for specific surfaces _____

Section B: Step-by-Step Execution Sequence

1. _____
2. _____
3. _____
4. _____
5. _____

Section C: Definition of Done Photo Checklist



Sort + Place