Warehouse and industrial cleaning: what we clean

Walk from the front office to the dock with this sheet and check each area.

Building _____ **Shift** _____

Walked by _____ **Date** _____

Warehouse floor

- ☐ Aisles and staging lanes swept or dust-mopped
- ☐ Spills picked up
- ☐ Concrete machine scrubbed on its periodic calendar
- ☐ Trash and recycling stations emptied; floor around them clean
- ☐ Cardboard collection points tidy and out of the aisles

Docks and shipping

- ☐ Dock doors and dock plates wiped
- ☐ Shipping and receiving desks wiped
- ☐ Driver vestibules cleared of debris

Locker rooms and restrooms

- ☐ Locker rooms cleaned from benches to floor drains
- ☐ Showers and restrooms scrubbed and restocked
- ☐ Soap and paper levels checked each visit

Break rooms

- ☐ Tables and counters wiped
- ☐ Sinks, microwaves and refrigerator fronts
- ☐ Visit timed between shifts
- ☐ Lunchroom appliances and floors deep cleaned (if added)
- ☐ Porter hours for restrooms and break rooms while trucks load

Front office

- ☐ Lobby and customer service area
- ☐ Desks wiped where clear
- ☐ Conference tables cleaned
- ☐ Supervisors' offices
- ☐ Trash removed and carpet vacuumed

Site rules

- ☐ PPE worn as your facility requires
- ☐ Sign-in where directed
- ☐ Marked zones left alone
- ☐ Production-line cleaning only where supervisors want it

Notes