

Warehouse and industrial cleaning: what we clean

Walk the building with your shift lead and tick each area once you have looked.

Building _____ Address _____
 Walked by _____ Date _____

Front office

- ☐ Reception lobby and conference rooms
- ☐ Bins emptied in every office
- ☐ Desks and touchpoints wiped
- ☐ Office floors vacuumed or mopped

Restrooms, locker rooms and break rooms

- ☐ Restrooms detailed for every shift
- ☐ Locker rooms cleaned and stocked
- ☐ Break rooms wiped and floors done
- ☐ Between-shift refresh for the incoming crew

Warehouse floor

- ☐ Aisles and staging lanes swept
- ☐ Aisles machine-scrubbed in the lightest traffic window
- ☐ Debris cleared from corners and racking bases
- ☐ Shrink-wrap and cardboard bins emptied

Docks and shipping

- ☐ Dock plates and dock doors
- ☐ Dock floor areas swept and scrubbed
- ☐ Shipping office cleaned

Shared areas near production

- ☐ Aisles and walkways around the lines
- ☐ Break areas and supervisor offices
- ☐ Schedule set by your safety and sanitation teams

Site rules and high work

- ☐ Your PPE requirements followed
- ☐ Sign-in steps and forklift lanes respected
- ☐ Check-in with the shift lead near active equipment
- ☐ Beams, ducts and light fixtures high-dusted on a cycle
- ☐ Floor scrub after high dusting to catch fallout

Outside the building

- ☐ Truck courts and employee lots swept
- ☐ Dock aprons, entrances and dumpster pads pressure washed

Notes
