

Warehouse and industrial building cleaning: what we clean

Walk the floor and the docks with this sheet and tick what the plan should cover.

Building _____ Address _____
 Walked by _____ Date _____

Aisles and docks

- ☐ Aisles between racking swept or machine scrubbed
- ☐ Pallet splinters, shrink wrap and strapping picked up
- ☐ Spills cleaned before they run under the racks
- ☐ Dock plates and roll-up door tracks
- ☐ Apron just inside each roll-up door
- ☐ Marked foot walkways clean, striping easy to read
- ☐ Battery charger, compactor and baler areas swept

Front office and dispatch

- ☐ Desks, counters and phones wiped
- ☐ Dispatch desk and shipping window
- ☐ Office glass
- ☐ Waste collected
- ☐ Office floor vacuumed or damp-mopped to suit the surface

Break rooms and locker rooms

- ☐ Tables, chairs and counters
- ☐ Sinks, microwaves and refrigerator handles
- ☐ Locker benches, locker fronts and floors
- ☐ Waste out before the next shift arrives

Crew and driver restrooms

- ☐ Toilets, urinals, sinks, partitions and mirrors cleaned and disinfected
- ☐ Floors scrubbed around fixtures and drains
- ☐ Soap, towels and tissue restocked from our supplies or yours
- ☐ Drivers' restroom by the shipping office
- ☐ Between-shift visit where two shifts run

Cooled storage and bottling

- ☐ Doors open only while the work needs them
- ☐ Crews move around stacked case goods without touching labels
- ☐ Dust kept off cartons waiting to ship
- ☐ Bottling floor cleaned when a run finishes
- ☐ Debris cleared near equipment the operator has stopped

Periodic and outside work

- ☐ Racking tops dusted
- ☐ Concrete machine scrubbed on dates you choose
- ☐ Deep clean before a new tenant moves in
- ☐ Dock aprons and staging pads pressure washed
- ☐ Office floors on the floor care calendar

Notes
