

MAINTAINING A CLEAN WAREHOUSE!



Maintaining a cleaning schedule and on updated cleaning checklist helps ensure that your warehouse is sanitary, organized and an attractive place to work. However, there are additional benefits to regular cleaning that may not come to mind.

For example, a clean warehouse is a productive warehouse. It will be much easier for employees to locate equipment they need. Furthermore, a clean well-organized warehouse enables you to have precise inventory numbers this in turn improves efficiency by lowering operating costs.

Cleanliness is also crucial to maintaining positive health and safety work practices. Regular cleaning creates a healthier atmosphere by reducing dust levels. A clean work environment can greatly reduce workplace accidents such as slips and falls from spillages. Clean work spaces will no doubt boost productivity as healthy employees are likely to take fewer sick days.

PROMOTE CLEANING

Employee training is paramount. Holding regular training sessions and communicating the expected cleaning standards. Scheduling time for daily cleaning and monthly deep cleans is crucial to keeping departments accountable. Ensure that everyone has access to whatever cleaning supplies they may need.



MID COLUMBIA
FORKLIFT

www.midcoforklift.com

WAREHOUSE CLEANING

CHECKLIST DAILY TASKS

Employees Name: _____

Start Date: _____ Start Time: _____

Warehouse Interiors

Task	Yes	No	N/A	Comment
1. Sweep floors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Empty trash cans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Straighten workspaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Confirm shelf and pallet safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Check equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Offices and Break Rooms

Task	Yes	No	N/A	Comment
1. Vacuum and mop floors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Empty trash	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Sanitize touch points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Wipe down counters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Bathrooms

Task	Yes	No	N/A	Comment
1. Sanitize grab bars, sinks, counters, toilets, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Refill the toilet paper, paper towel, and soap dispensers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____



Exteriors

Task	Yes	No	N/A	Comment
1. Sweep walkways, steps, and landings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Clear doorway areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Cleaning loading docks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

End Date: _____

End Time: _____

Employees Remarks: _____

Employees Signature:

Supervisors Remarks: _____

Employees Signature:



WAREHOUSE CLEANING

CHECKLIST WEEKLY TASKS

Employees Name: _____

Start Date: _____ Start Time: _____

Warehouse Interiors

Task	Yes	No	N/A	Comment
1. Reorganize pallets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Confirm the operating condition of the equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Straighten storage rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Offices and Break Rooms

Task	Yes	No	N/A	Comment
1. Dust light fixtures, overhead lights, and fans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Polish window, door frames, and hardware	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Wipe down window blinds, and wall partitions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Bathrooms

Task	Yes	No	N/A	Comment
1. Clean hard-to-reach areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Sanitize & polish stall partitions and doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Restock cabinets with supplies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____



Exteriors

Task	Yes	No	N/A	Comment
1. Check for burned-out lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Polish light fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Confirm the operation of security lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Polish doorway and window hardware and glass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

End Date: _____

End Time: _____

Employees Remarks: _____

Employees Signature: _____

Supervisors Remarks: _____

Employees Signature: _____



WAREHOUSE CLEANING

CHECKLIST MONTHLY TASKS

Employees Name: _____

Start Date: _____ Start Time: _____

Warehouse Interiors

Task	Yes	No	N/A	Comment
2. Deep clean and inspect floor coatings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Pull pallets and stored materials from shelves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Clean on and under units	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Offices and Break Rooms

Task	Yes	No	N/A	Comment
1. Steam clean carpets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Clean furniture upholstery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Clean out the break room refrigerator and cabinets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Test fire alarms and sprinkler systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Bathrooms

Task	Yes	No	N/A	Comment
1. Check and fix clogs in sink and floor drains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Check and repair leaks mold and mildew	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____



Exteriors

Task	Yes	No	N/A	Comment
1. Power wash walkways, steps, landings, and loading docks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Check entryway mats for wear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Inspect weather-stripping around doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

End Date: _____

End Time: _____

Employees Remarks: _____

Employees Signature: _____

Supervisors Remarks: _____

Employees Signature: _____

