Warehouse and light industrial building: what we clean

Walk from the front office back to the dock with your site lead, ticking each area.

Facility _____ **Address** _____

Walked by _____ **Date** _____

Front office

- ☐ Reception counters and conference tables wiped
- ☐ Desks and kitchenettes dusted and wiped
- ☐ Entry glass cleared of fingerprints
- ☐ Trash and recycling emptied
- ☐ Office carpet and hard floors cleaned

Break rooms, lockers and restrooms

- ☐ Break tables wiped, microwave interiors cleaned
- ☐ Refrigerator doors and vending fronts wiped
- ☐ Sinks scrubbed
- ☐ Locker room benches and floors cleaned
- ☐ Restroom paper and soap refilled before the next shift
- ☐ Driver restrooms given the same care

Warehouse floor and dock

- ☐ Open floor swept and machine-scrubbed
- ☐ Travel aisles kept clear of wrap, splinters and grit
- ☐ Dock aprons and thresholds given extra attention
- ☐ Aisle ends in racked storage cleaned
- ☐ Dock office and shipping desk cleaned

Production support

- ☐ Floors around production lines cleaned
- ☐ Walls and ledges at reach wiped
- ☐ Trash points and hand sinks cleaned
- ☐ Restrooms nearest the work cleaned
- ☐ Your protective gear rules followed, marked areas avoided

Periodic projects

- [ ] Concrete machine-scrubbed
- [ ] Office and break room tile stripped and refinished
- [ ] Office carpet extracted when lanes darken
- [ ] Dock degreasing during a shutdown week

Notes