Broombook

Free printable checklist

Industrial cleaning checklist

Production floors, machines, dust and docks, by shift

Client or site

Date

Cleaner

Daily industrial cleaning checklist by zone

25 tasks

Production floor

- [ ] Walk the assigned zone with the shift lead first: which lines are down, which are running, and where the tape lines and no-go zones are
- [ ] Sweep or vacuum aisles, walkways and the floor around (not under or inside) machines, with the vacuum the site approves for the dust present
- [ ] Clean up spills on walkways right away with absorbent, bag it as the site directs, and put a sign on any wet patch
- [ ] Empty production trash and scrap bins that are in your scope, and replace liners
- [ ] Wipe handrails, stair rails, door push bars and the outside of control panel enclosures, without touching buttons, switches or screens
- [ ] Clean the glass and frames of supervisor offices and quality stations on the floor
- [ ] Report leaks, damaged floor coatings, loose plates, blocked exits or missing guards to the shift lead before you leave

Break rooms, locker rooms and restrooms

- [ ] Clean and disinfect tables, chairs, counters, microwaves, fridge exteriors and vending machine fronts
- [ ] Empty food waste receptacles every working day, wash the bins when needed, and wipe the lids
- [ ] Clean and disinfect toilets, urinals, sinks, faucets, partitions and the touch points on doors and dispensers
- [ ] Refill soap, paper towels, toilet paper and hand cleaner at the floor hand-wash sinks
- [ ] Clean locker room benches, the tops of lockers and the floor, and report any rodent or insect signs
- [ ] Mop the floors last, with wet floor signs out, and post the time on the restroom log

Machines, when assigned and locked out

- [ ] Clean only the machine exteriors on the list, only after an authorized employee has locked out the machine and told you it is safe
- [ ] Never reach into, under or behind a machine, open a guard, or clear a jam, even on a machine that looks stopped
- [ ] Wipe housings, guards and frames with the product the site approves for that equipment; no water or spray near electrical panels
- [ ] Leave any lock, tag or blank flange exactly where it is and tell the lead if one is in your way

Shipping, receiving and warehouse

- [ ] Sweep dock plates, dock levelers and the apron, and pick up strapping, shrink wrap and broken pallet pieces
- [ ] Keep aisles, forklift lanes and the area in front of fire extinguishers, eyewash stations and electrical panels clear
- [ ] Empty cardboard and plastic recycling and break down boxes if that is in scope
- [ ] Clean the office windows and counters at the shipping desk and the driver waiting area

Offices, corridors and entrances

- [ ] Clean the front office, conference room and corridors as on an office clean: desks where clear, trash, glass, floors
- [ ] Vacuum entry mats, and clean the plant entrance doors and the badge reader surround
- [ ] Clean the visitor and driver restrooms
- [ ] Walk every exit route in your zone before you leave and make sure nothing you placed blocks it

Weekly and periodic industrial cleaning checklist

10 tasks

Weekly

- [ ] Machine-scrub production aisles and walkways with the auto-scrubber and the floor cleaner the site approves
- [ ] High-dust guardrails, mezzanine edges, conduit and the tops of enclosures in your zone, by the method the site's dust plan sets
- [ ] Wash break room walls, cabinet fronts and the fridge inside with the plant's go-ahead
- [ ] Descale restroom fixtures and scrub grout
- [ ] Clean the interior of windows and the glass on the production floor

Monthly or on the plant's shutdown calendar

- [ ] Overhead and high-level dust removal with lifts or extension tools, only by crew trained for the equipment and only when the line below is down and locked out
- [ ] Degrease and re-coat or re-mark floors where the site schedules it
- [ ] Clean light fixtures, exhaust grilles and the exteriors of ventilation ducts within reach
- [ ] Pressure-wash docks, aprons and dumpster pads if in scope
- [ ] Walk the plant with the facilities or EHS manager and update the scope, the product list and the no-go zones