Broombook

Free printable checklist

# Warehouse cleaning checklist

Floors, racking, docks and restrooms by frequency

Client or site

Date

Cleaner

## Daily warehouse cleaning checklist

29 tasks

### Main floor and aisles

- [ ] Pick up stretch wrap, strapping, broken pallet pieces, cardboard and loose debris from every aisle
- [ ] Sweep or dust-mop all marked aisles and forklift lanes, or run the ride-on sweeper
- [ ] Spot-clean spills and leaks as found, and put a wet floor sign out until the floor is dry
- [ ] Empty floor trash cans and cardboard gaylords at each workstation and bale or stage cardboard
- [ ] Check that nothing is stored in a marked aisle, in front of an exit door or under a fire extinguisher
- [ ] Report damaged rack uprights, loose floor tape, potholes and cracked dock plates to the site manager

### Break room

- [ ] Clean and disinfect tables, chair backs, counters and the sink
- [ ] Wipe the microwave inside and out, the fridge door and handles, vending fronts and the coffee station
- [ ] Empty trash and recycling and take food waste out of the building
- [ ] Sweep and mop the floor

### Safety walk at the end of the shift

- [ ] Walk every exit route and confirm it is clear from the floor to the exit discharge
- [ ] Confirm eyewash stations, fire extinguishers and spill kits are reachable and not blocked
- [ ] Put the wet floor signs away only when the floor is dry
- [ ] Lock the janitor closet, and log any hazard you reported

### Shipping and receiving docks

- [ ] Sweep dock plates, levelers and the apron inside each dock door
- [ ] Clear packing debris and broken pallets from the dock staging area
- [ ] Wipe dock door handles, push buttons and the shipping desk
- [ ] Empty the dock trash and recycling, and wipe sticky lids
- [ ] Check dock bumpers and door seals for debris that stops doors closing

### Packing stations and offices

- [ ] Wipe packing benches, scales, label printers and scanners (spray the cloth, not the device)
- [ ] Clean and disinfect phones, keyboards, shared desks and door handles in the warehouse office
- [ ] Empty office trash and recycling and replace liners
- [ ] Vacuum office carpet and dust-mop hard floors

### Restrooms

- [ ] Clean and disinfect toilets, urinals, seats, flush handles and partitions
- [ ] Clean and disinfect sinks, faucets and counters
- [ ] Clean mirrors and the outside of dispensers
- [ ] Refill toilet paper, paper towels and soap, and tell the manager what is low
- [ ] Empty trash and sanitary bins and replace liners
- [ ] Sweep and mop the floor last, with a wet floor sign out

## Weekly warehouse cleaning checklist

11 tasks

### Floors

- [ ] Run the auto-scrubber through all main aisles, dock aprons and packing areas, with a cleaner the floor coating allows
- [ ] Scrub forklift tire marks and oil drips at charging and parking areas
- [ ] Re-stick or report worn aisle marking tape and faded floor paint
- [ ] Vacuum or sweep under packing benches and conveyors as far as the site allows

### Racking and dust

- [ ] Dust the first two beam levels of racking, pallet rack guards and end-of-aisle barriers
- [ ] Dust ledges, window sills, fire extinguisher cabinets and the tops of lockers
- [ ] Wipe the outside of charging cabinets, electrical panels and fans

### Restrooms, break room and offices

- [ ] Descale faucets, toilet bowls and urinals
- [ ] Clean the inside of the break room fridge after the manager clears it
- [ ] Clean interior glass, office partitions and the inside of entrance doors
- [ ] Dust blinds, vents and the tops of filing cabinets in the office

## Monthly and quarterly warehouse cleaning checklist

10 tasks

### Monthly

- [ ] High dusting of upper rack beams, pipes, conduit, light fixtures and exit signs with a lift or extension pole, if the scope includes it
- [ ] Clean dock door panels, dock lights and the inside of dock doors
- [ ] Wash walls and bollards at waist height where forklifts and pallets leave marks
- [ ] Strip and degrease the floor at the forklift charging area
- [ ] Check the janitor closet: stock, labeled bottles and safety data sheets

### Quarterly or as scheduled

- [ ] Clean skylights, high windows and the inside of roof-level glass where safe access exists
- [ ] Deep-scrub or re-coat sealed concrete floors on the site’s schedule
- [ ] Hot-water extract office carpet and burnish or recoat office hard floors
- [ ] Clean exterior entrances, the dock apron outside and the employee smoking area, if in scope
- [ ] Walk the building with the site manager and update the checklist