Warehouse and flex building: what we clean

Walk each zone with your supervisor using this sheet and mark the lines you check.

Building _____ **Address** _____

Walked by _____ **Date** _____

Front office

- ☐ Desks wiped
- ☐ Floors cleaned
- ☐ Entry glass cleaned

Restrooms, lockers and break rooms

- ☐ Restrooms and locker areas cleaned and restocked
- ☐ Break-room counters, tables and sinks wiped
- ☐ Appliance fronts wiped
- ☐ Trash and recycling cleared
- ☐ Visits timed between shifts where scheduled
- ☐ Locker rooms given a periodic deep clean

Shipping and dock offices

- ☐ Desks dusted and wiped
- ☐ Floors swept
- ☐ Packing-station trash taken to your compactor or dumpster

Warehouse floor, docks and aisles

- ☐ Concrete swept or dust-mopped
- ☐ Machine scrub on the interval your traffic sets
- ☐ Dock dirt, shrink-wrap scraps and tire marks cleared
- ☐ Aisles between racks cleaned where equipment reaches safely
- ☐ Shop, garage and parts room floors kept in order
- ☐ Extra floor passes during seasonal peaks

Safety on your floor

- ☐ Crew keeps to your marked walkways
- ☐ PPE you require is worn
- ☐ Crew stays clear of forklift traffic
- ☐ Areas with running equipment cleaned only once cleared
- ☐ Zones and tasks reworked when racking or lines move

Day porter

- [ ] Restrooms restocked during a busy shift
- [ ] Break areas reset while the shift runs

Notes