Warehouse and industrial building cleaning: what we clean

Carry this sheet on the first walkthrough and tick each area the route should reach.

Building _____ **Address** _____

Walked by _____ **Date** _____

Front offices and reception

- ☐ Clear desktops wiped
- ☐ Reception counter
- ☐ Waste bins emptied
- ☐ Carpet vacuumed
- ☐ Hard floors mopped

Restrooms and locker rooms

- ☐ Fixtures cleaned one by one
- ☐ Paper and soap restocked from our supplies or your shelf
- ☐ Locker room benches and floors
- ☐ Dust wiped from locker tops

Break room

- ☐ Counters wiped
- ☐ Sinks scrubbed
- ☐ Appliance doors cleaned
- ☐ Lunch tables cleared of settled dust

Warehouse floor

- ☐ Aisles swept or machine scrubbed to suit the surface
- ☐ Staging lanes
- ☐ Pallet wrap and strapping pulled from corners
- ☐ Cardboard and trash taken to the bins and balers you name
- ☐ Racks, pallets and stored goods left where they sit
- ☐ Concrete and VCT given periodic floor care

Docks and roll-up doors

- ☐ Dock plates
- ☐ Floor strip just inside each roll-up door
- ☐ Reachable window ledges dusted

Site rules for the route

- ☐ Forklift paths and pedestrian walkways
- ☐ Locked doors and escorted areas
- ☐ Rooms kept off limits
- ☐ Shift times and the quiet window for cleaning
- ☐ Required gear, such as high-visibility vests

Notes