

Warehouse Cleaning Checklist

Daily Tasks

Employees Name:	
Start Date:	Start Time:

Warehouse Interiors

Tasks	Yes	No	N/A	Comment
1. Sweep floors				
2. Empty trash cans				
3. Straighten workspaces				
4. Confirm shelf and pallet safety				
5. Check equipment				

Offices and Break Rooms

Tasks	Yes	No	N/A	Comment
1. Vacuum and mop floors				
2. Empty trash				
3. Sanitize touch points				
4. Wipe down counters				

Bathrooms

Tasks	Yes	No	N/A	Comment
1. Sanitize grab bars, sinks, counters, toilets, etc.				
2. Refill the toilet paper, paper towel, and soap dispensers				

Exteriors

	Tasks	Yes	No	N/A	Comment
1.	Sweep walkways, steps, and landings				
2.	Clear doorway areas				
3.	Cleaning loading docks				

End Date:

End Time:

Employees Remarks:

Employees Signature:

Supervisors Remarks:

Supervisors Signature:

Warehouse Cleaning Checklist

Weekly Tasks

Employees Name:	
Start Date:	Start Time:

Warehouse Interiors

Tasks	Yes	No	N/A	Comment
1. Reorganize pallets				
2. Confirm the operating condition of the equipment				
3. Straighten storage rooms				

Offices and Break Rooms

Tasks	Yes	No	N/A	Comment
1. Dust light fixtures, overhead lights, and fans				
2. Polish window, door frames, and hardware				
3. Wipe down window blinds, and wall partitions				

Bathrooms

Tasks	Yes	No	N/A	Comment
1. Clean hard-to-reach areas				
2. Sanitize & polish stall partitions and doors				
3. Restock cabinets with supplies				

Exteriors

	Tasks	Yes	No	N/A	Comment
1.	Check for burned-out lights				
2.	Polish light fixtures				
3.	Confirm the operation of security lights				
4.	Polish doorway and window hardware and glass				

End Date:	End Time:
Employees Remarks:	
Employees Signature:	

Supervisors Remarks:
Supervisors Signature:

Warehouse Cleaning Checklist

Monthly Tasks

Employees Name:	
Start Date:	Start Time:

Warehouse Interiors

Tasks	Yes	No	N/A	Comment
1. Deep clean and inspect floor coatings				
2. Pull pallets and stored materials from shelves				
3. Clean on and under units				

Offices and Break Rooms

Tasks	Yes	No	N/A	Comment
1. Steam clean carpets				
2. Clean furniture upholstery				
3. Clean out the break room refrigerator and cabinets				
4. Test fire alarms and sprinkler systems				

Bathrooms

Tasks	Yes	No	N/A	Comment
1. Check and fix clogs in sink and floor drains				
2. Check and repair leaks mold and mildew				

Exteriors

Tasks		Yes	No	N/A	Comment
1.	Power wash walkways, steps, landings, and loading docks				
2.	Check entryway mats for wear				
3.	Inspect weather-stripping around doors				

End Date:

End Time:

Employees Remarks:

Employees Signature:

Supervisors Remarks:

Supervisors Signature: