Warehouse and industrial building cleaning: what we clean

Take this sheet along the staff areas with your shift lead and mark the rooms to include.

Building _____ **Address** _____

Walked by _____ **Date** _____

Staff restrooms

- ☐ Restroom fixtures sanitized at each visit
- ☐ Paper towels, toilet paper, soap and liners topped up
- ☐ Restroom trash pulled
- ☐ Stock source noted: our supplies or your own

Breakrooms and locker areas

- ☐ Breakroom tables and counters wiped
- ☐ High-touch points in the breakroom done
- ☐ Locker area cleaned on the agreed schedule
- ☐ Trash and recycling collected
- ☐ Grit from the dock washed off breakroom floors

Front office

- ☐ Reception area surfaces wiped
- ☐ Private offices and the conference room cleaned
- ☐ Office restrooms done like the staff ones
- ☐ Office waste handled at each visit
- ☐ Office carpet extracted on its own cycle

Hard floors and concrete

- ☐ Corridor and breakroom tile scrubbed periodically
- ☐ Finished floors recoated when worn
- ☐ Bare concrete in aisles and loading areas machine-scrubbed
- ☐ Entrance floors kept clear of tracked-in grit

Outside the building

- ☐ Porter litter pickup on walks and entrances
- ☐ Staff break areas outdoors picked up
- ☐ Pressure washing booked when exterior grime builds

Timing around shifts

- ☐ Shift start and end times listed
- ☐ Quiet window between shift changes picked
- ☐ Evening or after-operations visits chosen where they fit
- ☐ Flooring type marked for each room

Notes