Warehouse and industrial building cleaning: what we clean

Walk the building, list each staff area and entrance, and check the route.

Building _____ **Address** _____

Walked by _____ **Date** _____

Offices and dispatch

- [ ] Front office counters, tables and door handles
- [ ] Shipping or dispatch desk
- [ ] Meeting rooms on a lighter rhythm if little used
- [ ] Carpeted offices extracted
- [ ] Every bin emptied

Break rooms and locker areas

- [ ] Break room tables and counters wiped
- [ ] Trash and recycling collected
- [ ] Locker areas cleaned
- [ ] Daily cleaning for break rooms used by every shift

Restrooms

- [ ] Restrooms cleaned each visit
- [ ] Dock-side restrooms first on the list
- [ ] Paper, soap and liners restocked
- [ ] Porter refills during the operating day

Hallways and floors

- [ ] Connecting hallways swept and mopped
- [ ] Hallway and break room floors scrubbed and recoated on a cycle
- [ ] Warehouse aisles machine-scrubbed on request
- [ ] Loading docks machine-scrubbed on request
- [ ] Large hard floors on a floor care schedule

Outside and one-time work

- [ ] Exterior surfaces pressure washed
- [ ] New offices or tenant improvements cleaned after buildout
- [ ] Single visit before an audit or customer tour

Shift planning

- [ ] Day and swing shift times
- [ ] Windows when staff areas are empty
- [ ] Rooms that draw complaints set first
- [ ] Gate access and safety rules for the crew

Notes